

# Arkansas Administrative StateWide Information System

## *The Users Guide To*

# STRATEGIC ENTERPRISE MANAGEMENT BUSINESS PLANNING AND SIMULATION BUSINESS WAREHOUSE REPORTING - ANNUAL



# **BUSINESS WAREHOUSE (BW) ANNUAL REPORTS**

# CURRICULUM OVERVIEW

The units that make up the SEM-BPS Training curriculum are shown at right.

Agency users who require only the ability to run BW reports will take the Overview and Annual BW Reporting.

- OVERVIEW
- ANNUAL COST CENTER
- ANNUAL POSITION
- ANNUAL VALIDATION
- ANNUAL BW REPORTING

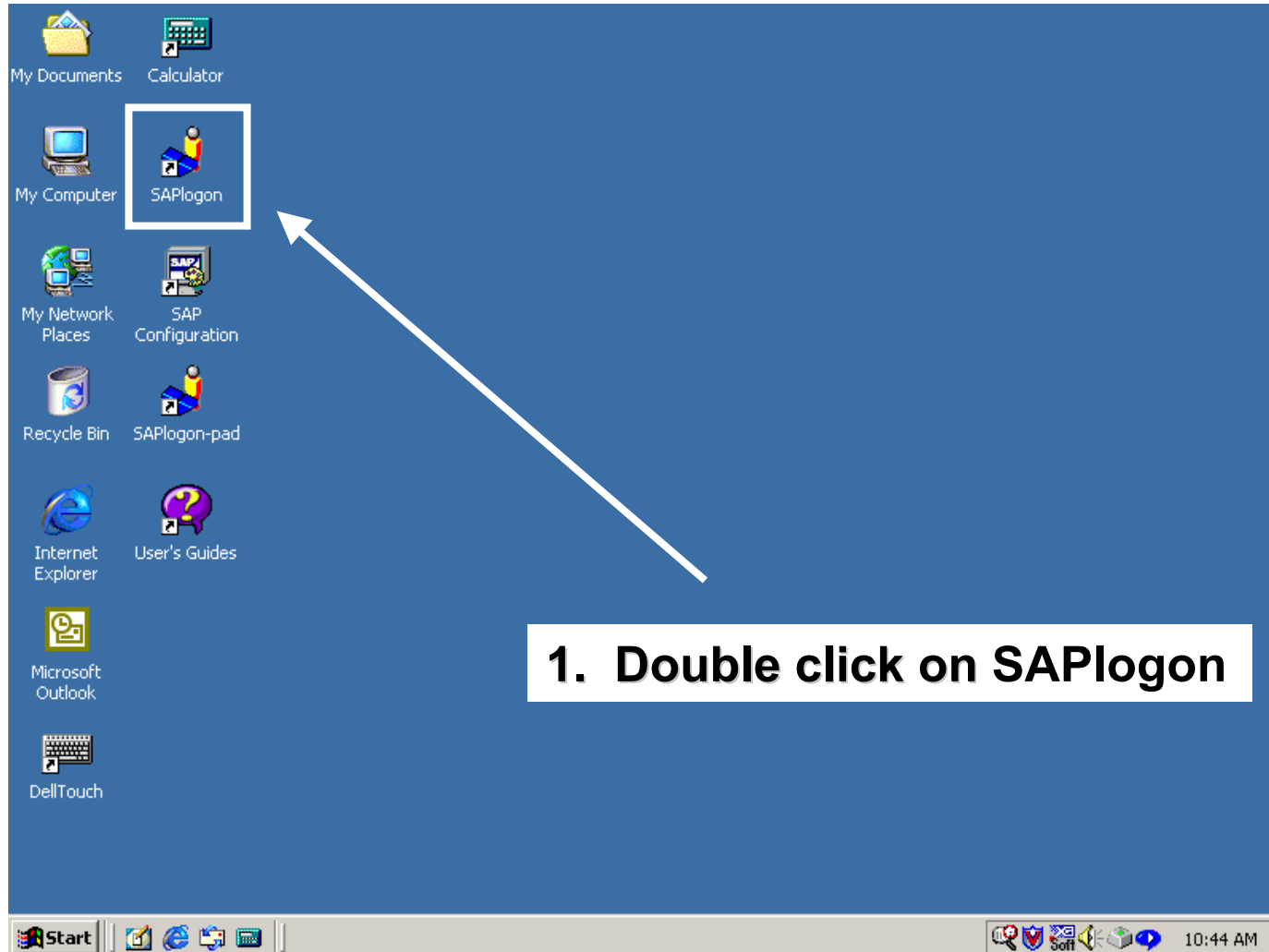
# TABLE OF CONTENTS

• Signing on to Business Warehouse	5-12
• Quarterly Worksheet Report	13-22
• Commitment Item Summary	23-30
• Funds Center Totals By Cost Center	31-40
• Funds Center Worksheet	41-50
• Salary Projection	51-60
• Career Service Projection	61-70

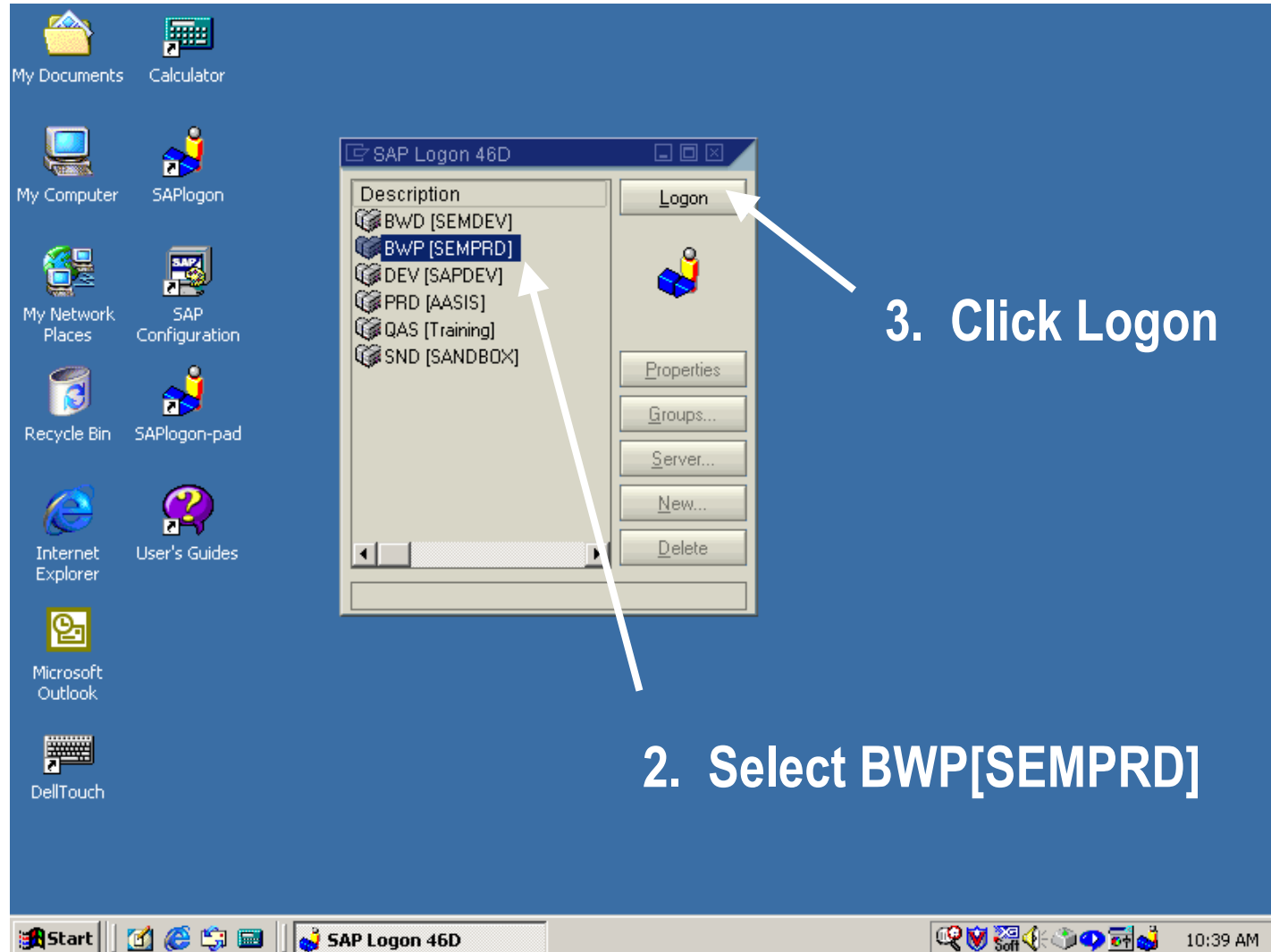


# **SIGNING ON TO BUSINESS WAREHOUSE (BW)**

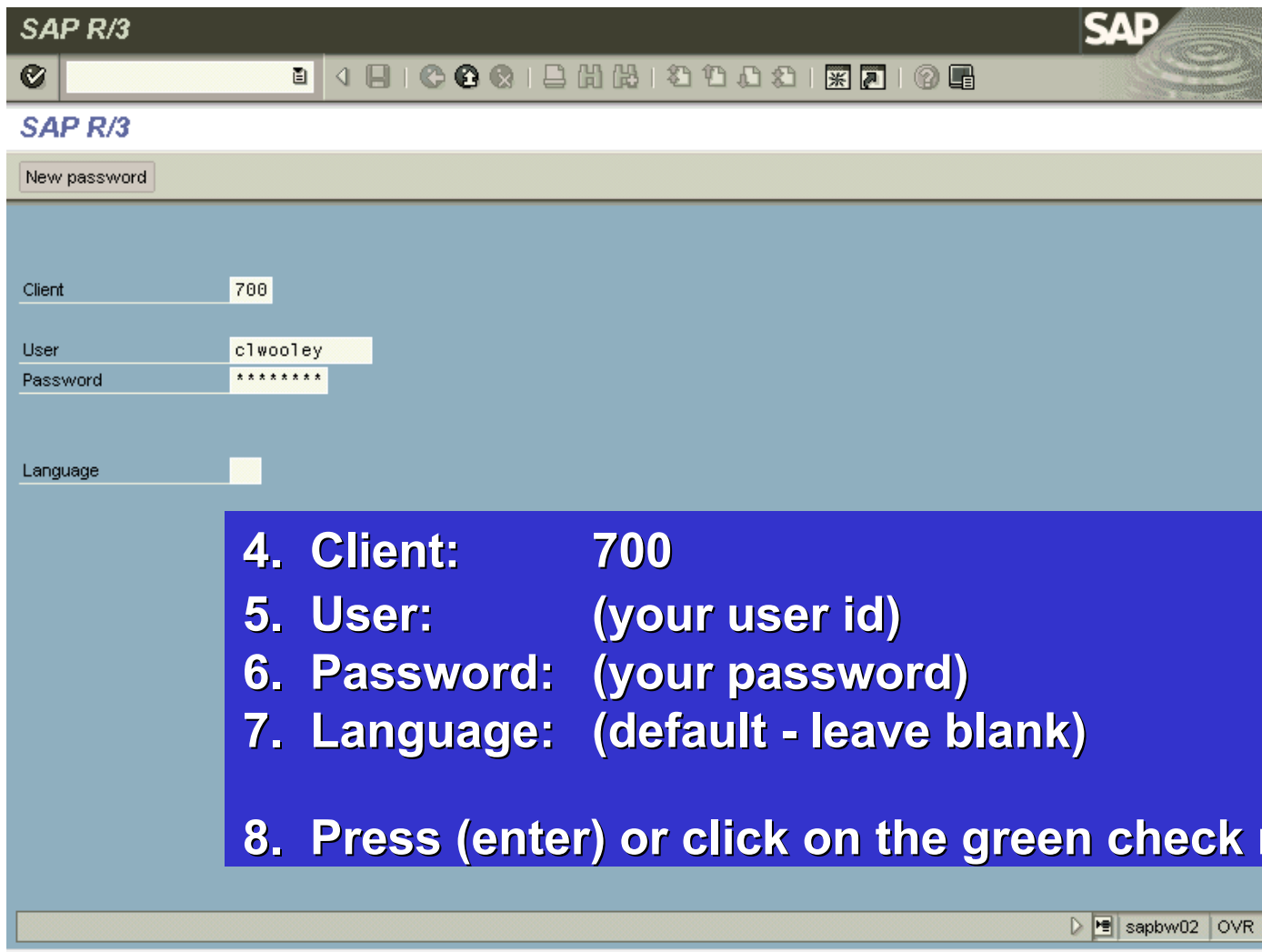
# SIGNING ON TO BW



# SIGNING ON TO BW



# SIGNING ON TO BW



**SAP R/3**

New password

Client: 700

User: c1wooley

Password: \*\*\*\*\*

Language:

4. Client: 700

5. User: (your user id)

6. Password: (your password)

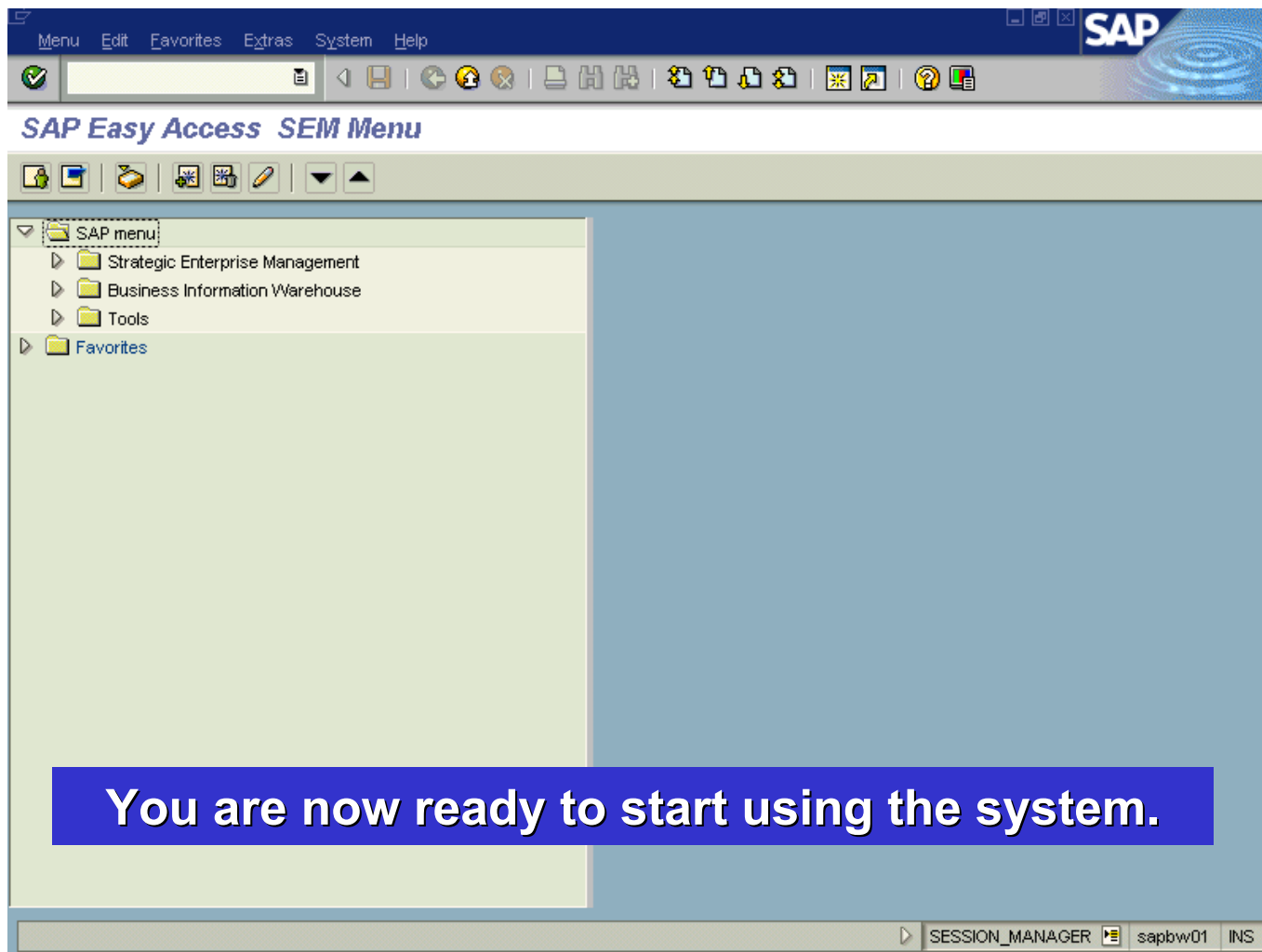
7. Language: (default - leave blank)

8. Press (enter) or click on the green check mark

sapbw02 OVR



# SIGNING ON TO BW



# SIGNING ON TO BW

The screenshot shows the SAP Easy Access SEM Menu. The left pane displays a tree structure of folders and objects. A yellow arrow points to the 'Business Information Warehouse' folder, which is highlighted with a red box. Another yellow arrow points to the 'UG\_SEM\_BEX - Business Explorer Analyzer' object, which is also highlighted with a red box. The right pane is empty. The status bar at the bottom shows 'SESSION\_MANAGER', 'sapbw02', and 'OVR'.

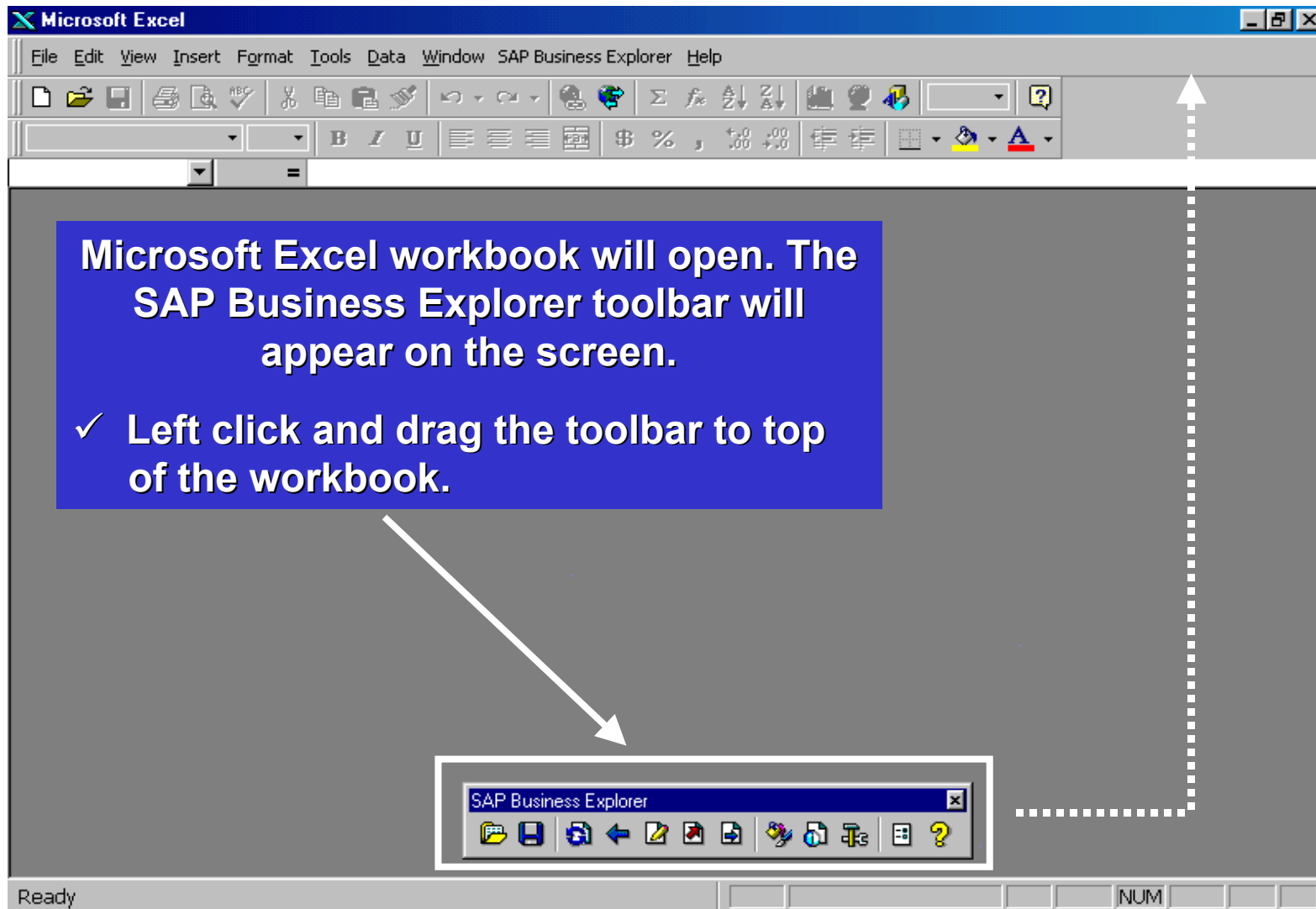
**SAP Easy Access SEM Menu**

- Favorites
  - SAP menu
    - Strategic Enterprise Management
    - Business Information Warehouse**
      - Business Explorer**
        - UG\_BW\_PFCG - Maintain Roles
        - UG\_BW\_RSSM - Reporting Authorization Object
        - UG\_SEM\_BEX - Business Explorer Analyzer**
        - UG\_SEM\_NAV - Business Explorer Browser
        - UG\_BW\_RSZV - Maintain Variables
        - UG\_BW\_RSZDELETE - Delete Query Objects
        - UG\_BW\_RSZC - Copy Queries
        - UG\_BW\_RSBBS - Query Jump Table
      - InfoSet Query
      - BW Administration
      - Tools

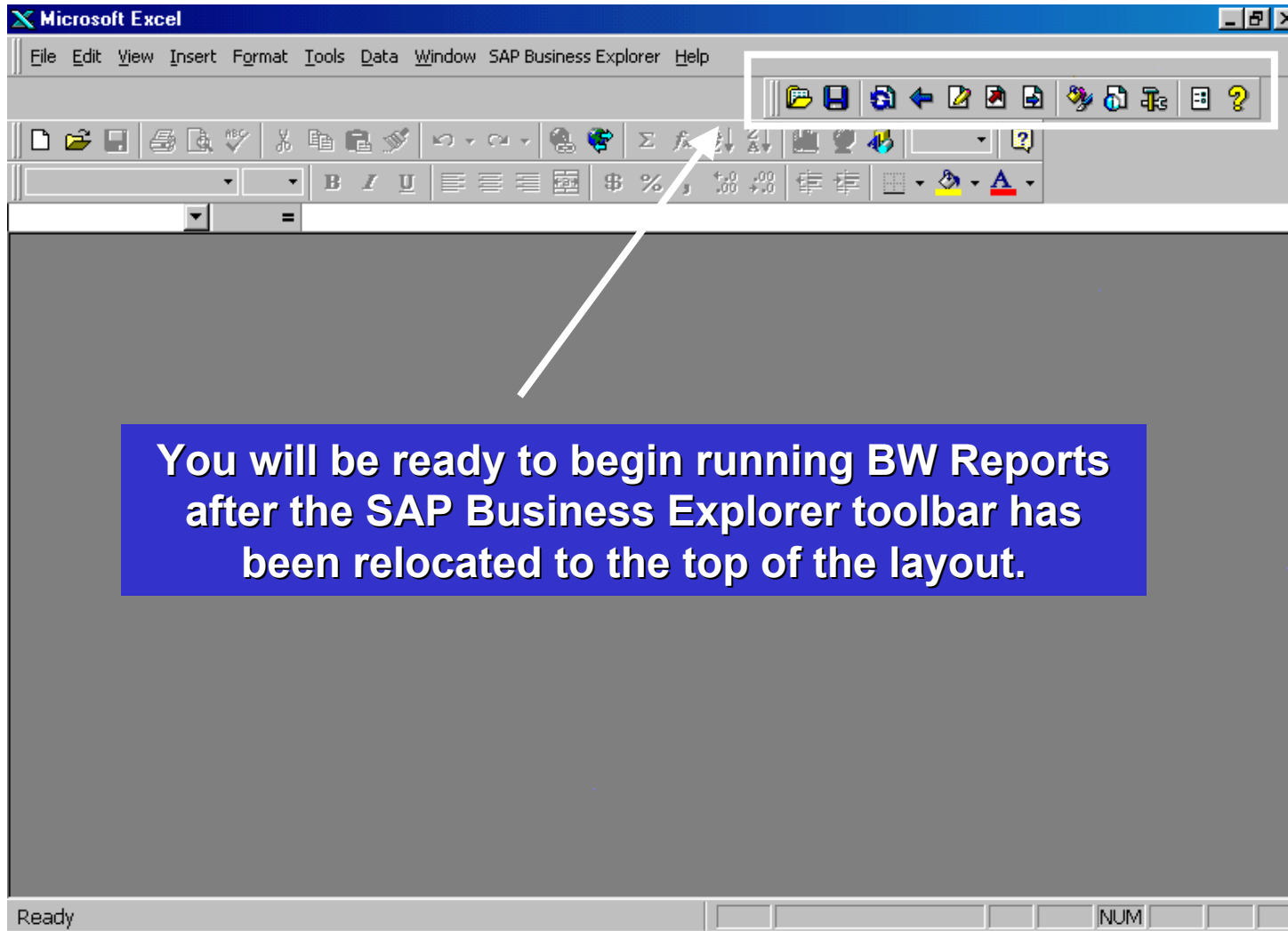
**Access the Business Information Warehouse:**

- ✓ Expand Business Information Warehouse ( )
- ✓ Expand Business Explorer ( )
- ✓ Double click on UG\_SEM\_BEX – Business Explorer Analyzer

# SIGNING ON TO BW



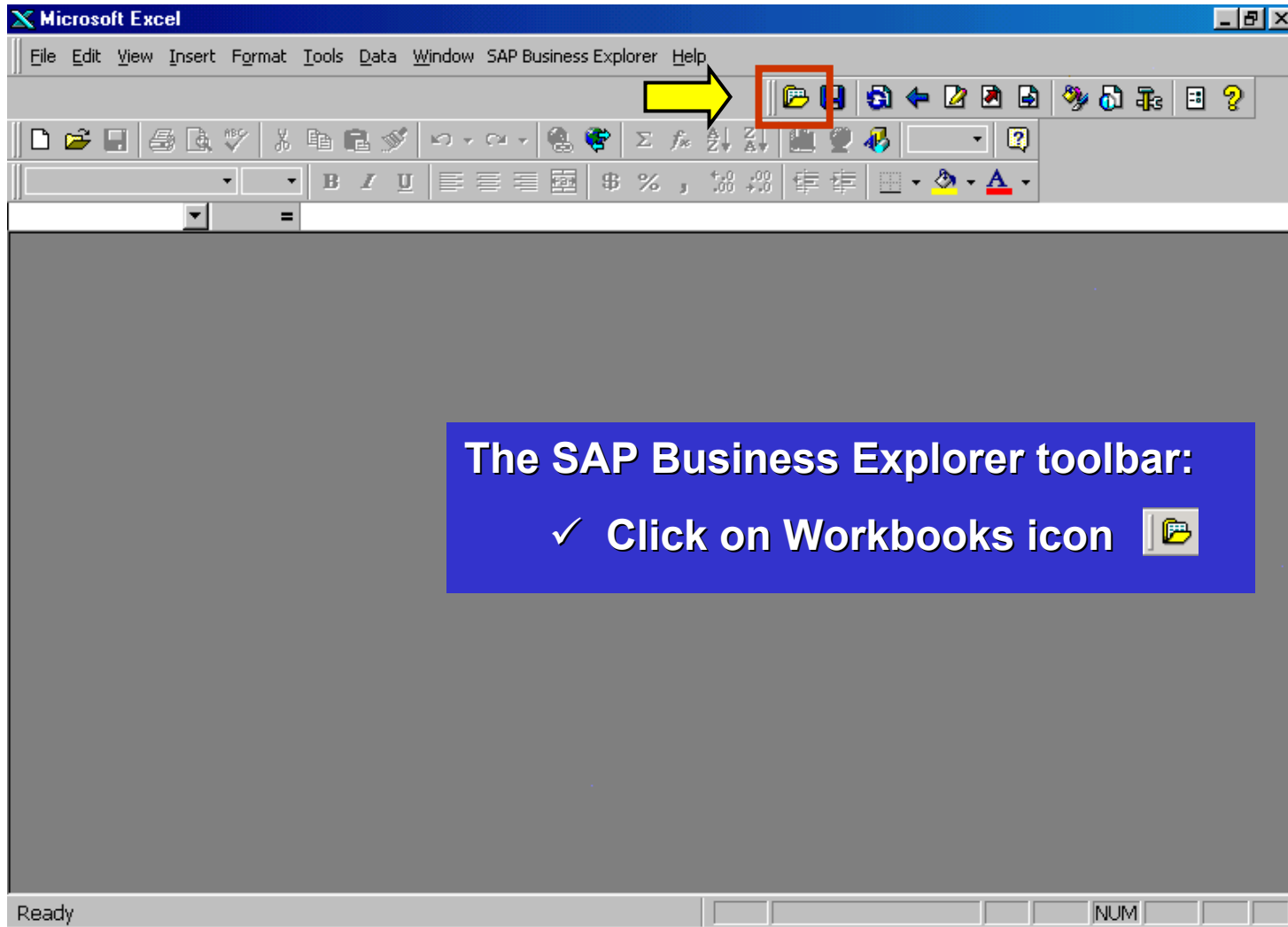
# SIGNING ON TO BW



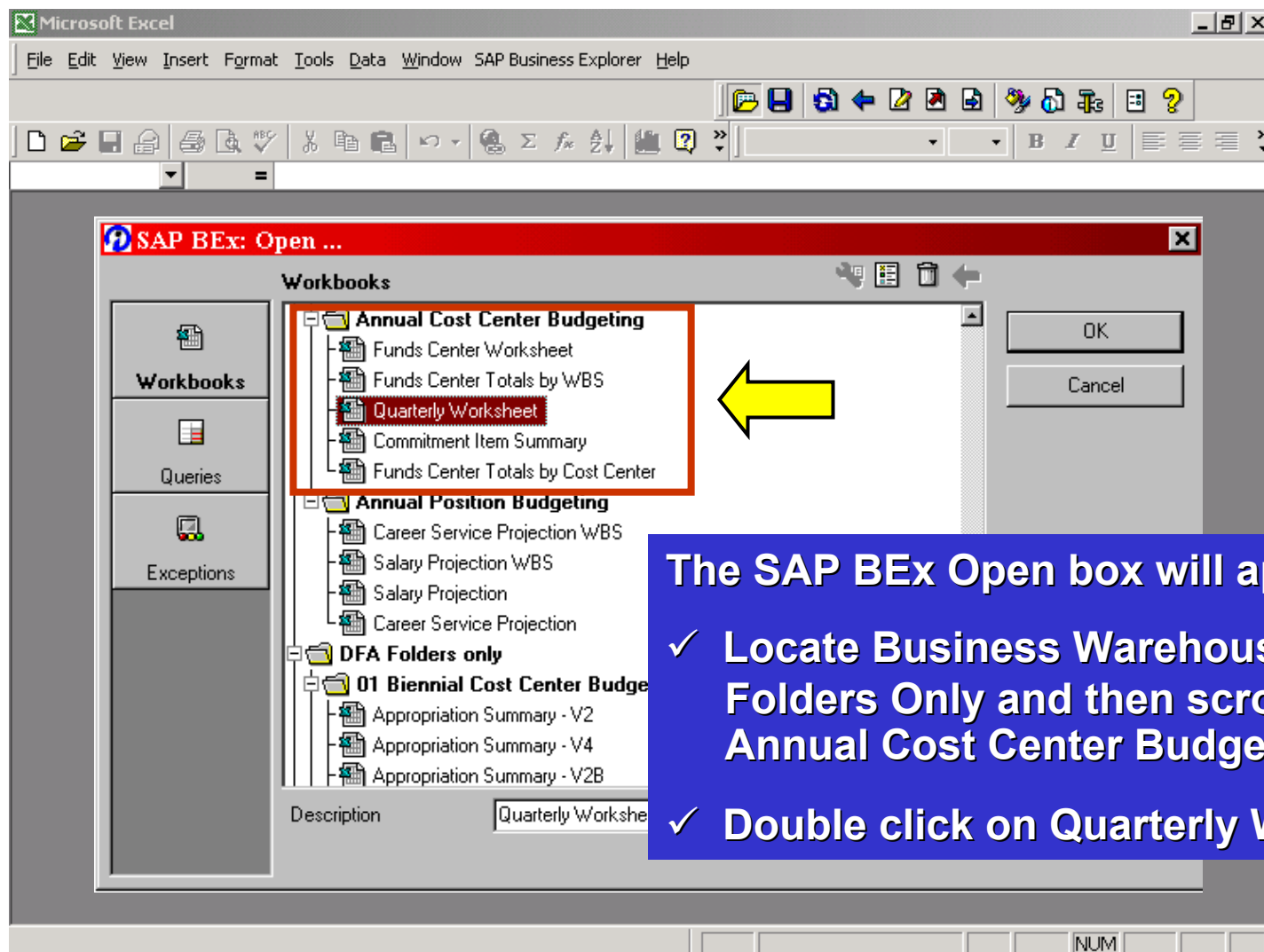


# QUARTERLY WORKSHEET REPORT

# QUARTERLY WORKSHEET REPORT



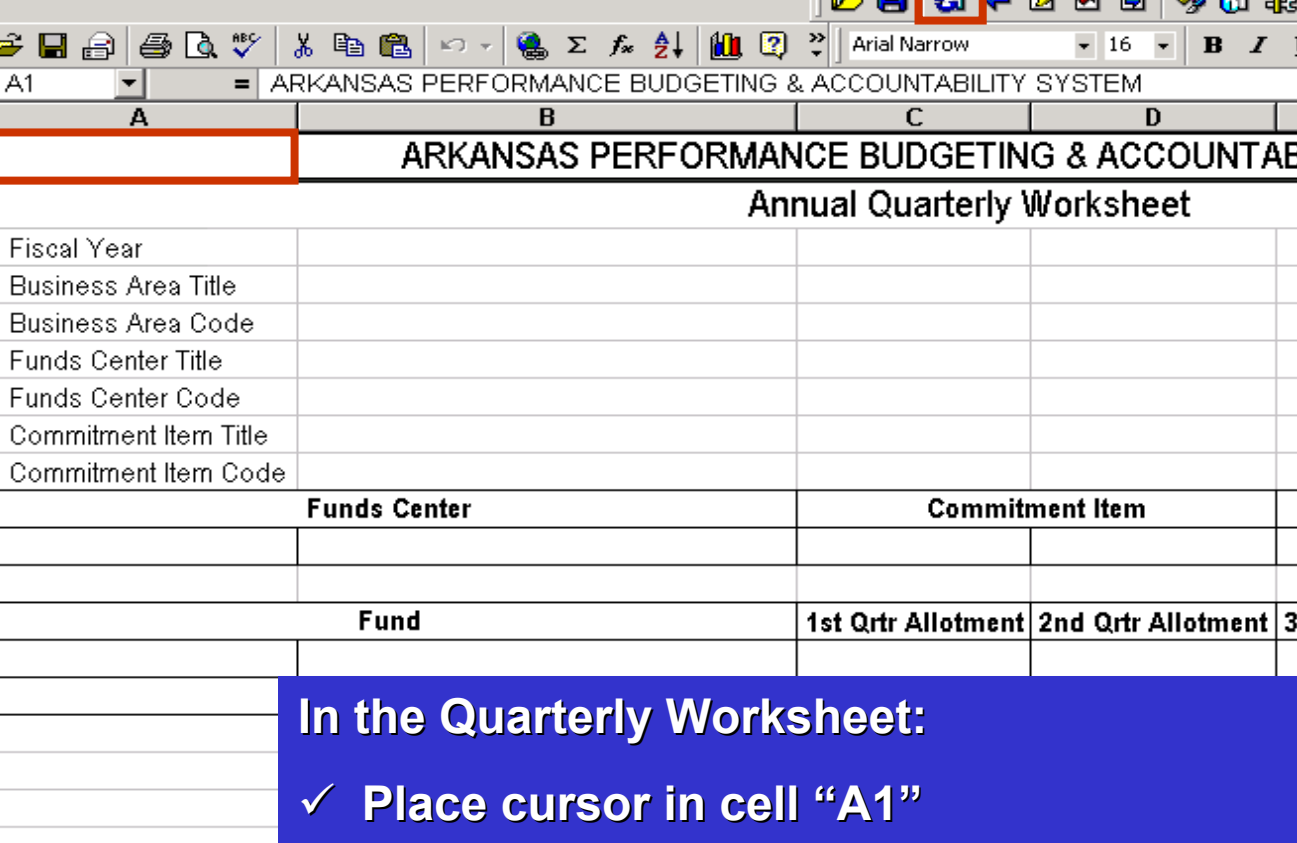
# QUARTERLY WORKSHEET REPORT



**The SAP BEx Open box will appear:**

- ✓ Locate Business Warehouse – Folders Only and then scroll down to Annual Cost Center Budgeting folder
- ✓ Double click on Quarterly Worksheet

# QUARTERLY WORKSHEET REPORT



Microsoft Excel - Quarterly Worksheet (xSAPtemp7296.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Refresh icon highlighted in the SAP Business Explorer toolbar.

Cell A1 highlighted in the worksheet.

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM


Annual Quarterly Worksheet

	A	B	C	D	E
1		ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM			
2		Annual Quarterly Worksheet			
3	Fiscal Year				
11	Business Area Title				
12	Business Area Code				
13	Funds Center Title				
14	Funds Center Code				
15	Commitment Item Title				
16	Commitment Item Code				
18	Funds Center		Commitment Item		Total
19					
34					
35	Fund		1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment
36					
37					
38					
39					
40					
41					
42					

Sheet1 Sheet2

Ready

**In the Quarterly Worksheet:**

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar



# QUARTERLY WORKSHEET REPORT

Microsoft Excel - Quarterly Worksheet [xSAPtemp8507.xls]

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Toolbar: Save, Undo, Redo, Cut, Copy, Paste, Find, Replace, etc.

Font: Arial Narrow, Size 16, Bold, Italic, Underline, Text Color, Background Color, etc.

Formula Bar: A1 = ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

	A	B	C	D	E
1	ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM				
2	Annual Quarterly Worksheet				
3	Fiscal Year				
11	Business Area Title				
12	Business Area Code				
13	Funds Center Title				
14	Funds Center Code				
15	Commitment Item				
16	Commitment Item				
18	Funds Center		Commitment Item		Total
19					
34					
35	Fund		1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment
36					
37					
38					
39					

**SAP Business Explorer**

No query is selected. Do you want to refresh all the queries in the workbook?

**Yes** **No**

✓ Click "yes" to refresh queries

Sheet1 Sheet2 Sheet3

Ready

# QUARTERLY WORKSHEET REPORT

**Quarterly Worksheet Detail Variable Window:**

- ✓ Fill in Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in Funds Center
- ✓ Fill in Commitment Item
- ✓ Fill in BPS Version (1A or 3A)
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the 1st query

# QUARTERLY WORKSHEET REPORT

Microsoft Excel - Quarterly Worksheet (xSAPtemp3785.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

A1 = ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

	A	B	C	D	E
1	ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM				
2	Annual Quarterly Worksheet				
3	Fiscal Year	2004			
11	Business Area Title	AR STATE LIBRARY			
12	Business Area Code	0519			
13	Funds Center Title	Library-State Oprs			
14	Funds Center Code	054			
15	Commitment Item Title	Regular Salaries			
16	Commitment Item Code	5010000			
18	<b>Funds Center</b>		<b>Commitment Item</b>	<b>Total</b>	
19	054	Library-State Oprs	5010000	Regular Salaries	1,547,243.06
34					
35	<b>Fund</b>		<b>1st Qtr Allotment</b>	<b>2nd Qtr Allotment</b>	<b>3rd Qtr Allotment</b>
36	EPA0100	St Lib Acct-State	2,600.00	2,500.00	5,900.00
37	Grand Total		2,600.00	2,500.00	5,900.00
38					
39					
40					
41					
42					

Sheet1 Sheet2 Sheet3

Ready

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

# QUARTERLY WORKSHEET REPORT

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

Funds Center		Commitment Item		Total
054	Library-State Oprs	5010000	Regular Salaries	1,547,243.06
<b>Fund</b>		<b>1st Qtrr Allotment</b>	<b>2nd Qtrr Allotment</b>	<b>3rd Qtrr Allotment</b>
EPA0100	St Lib Acct-State	2,600.00	2,500.00	5,900.00
Grand Total		2,600.00	2,500.00	5,900.00

# QUARTERLY WORKSHEET REPORT

Microsoft Excel - Quarterly Worksheet (xSAPtemp4165.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arial Narrow 12 B I U D \$ % , .00 .00

D12 =

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Annual Quarterly Worksheet

12	Fiscal Year	2004						
13	Business Area Title	AR STATE LIBRARY						
14	Business Area Code	0519						
15	Funds Center Title	Library-State Oprs						
16	Funds Center Code	054						
17	Commitment Item Title	Regular Salaries						
18	Commitment Item Code	5010000						
22								
23	<b>Funds Center</b>						<b>Authorized</b>	<b>Blocked</b>
24	054	Library-State Oprs	5010000	Regular Salaries	1,516,000.00		1,562,988.00	46,358.00
25								
36	Fund		1st Qtrr Allotment	2nd Qtrr Allotment	3rd Qtrr Allotment	4th Qtrr Allotment	Total Allotment	
37	HSC6101	HSC-DFA Admin Svcs	2,228,343.18	2,228,343.35	2,205,173.60	2,205,173.87	8,867,034.00	
38								

Microsoft Excel

Do you want to save the changes you made to 'xSAPtemp4165.xls'?

Yes No Cancel

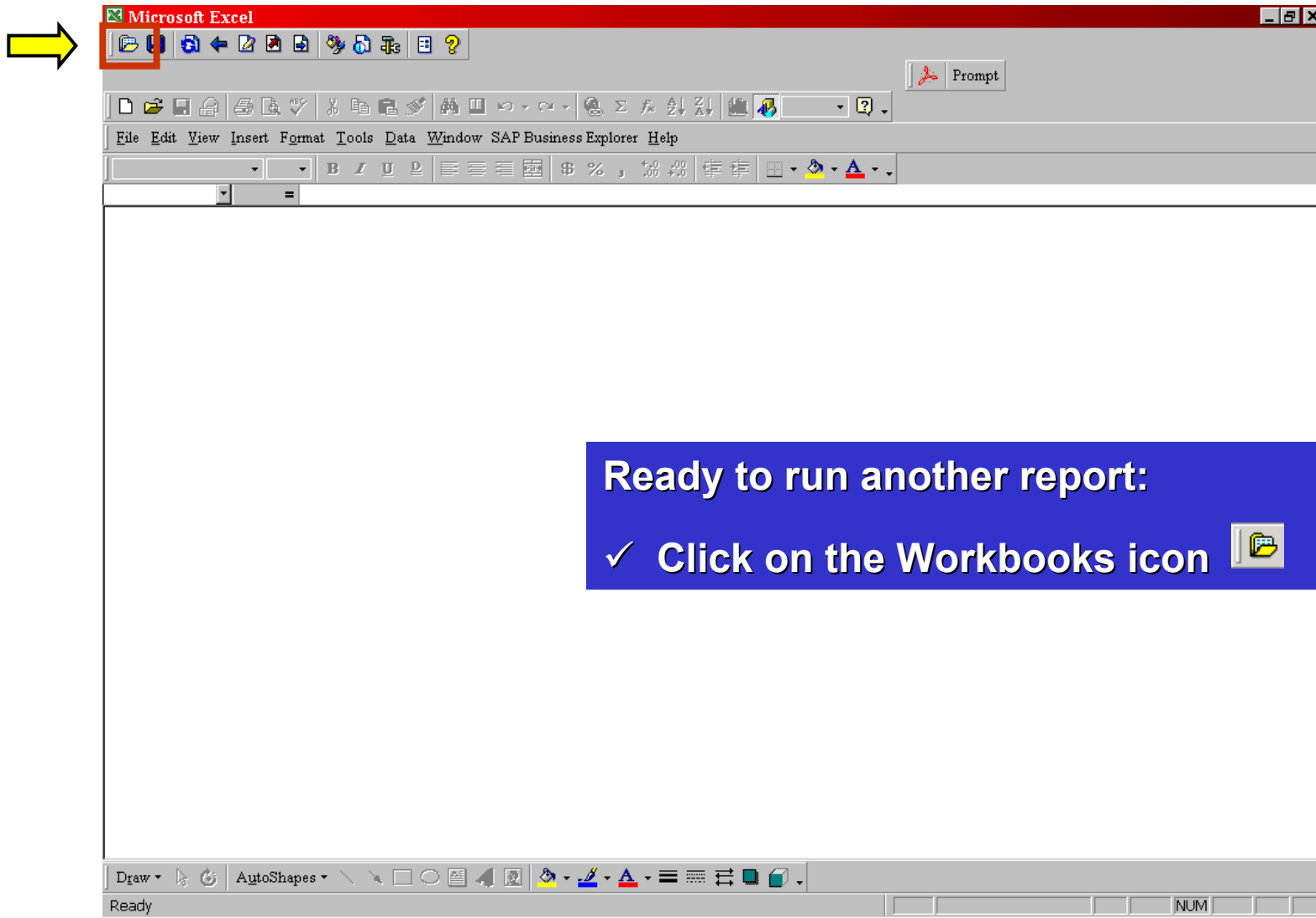
Ready

NUM

Ready to run another report:

- ✓ Close current report by clicking on
- ✓ Click "No" to save changes

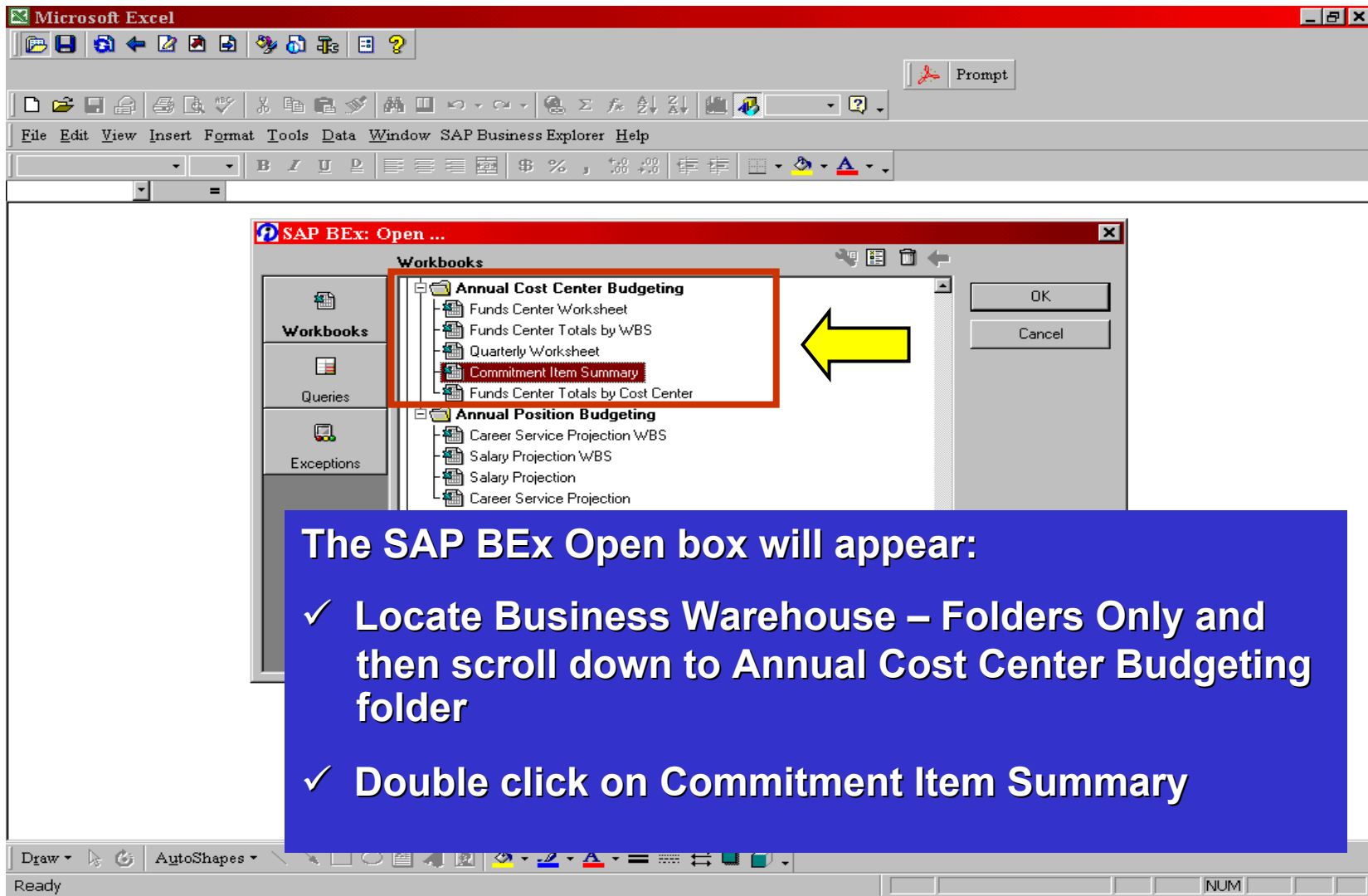
# QUARTERLY WORKSHEET REPORT





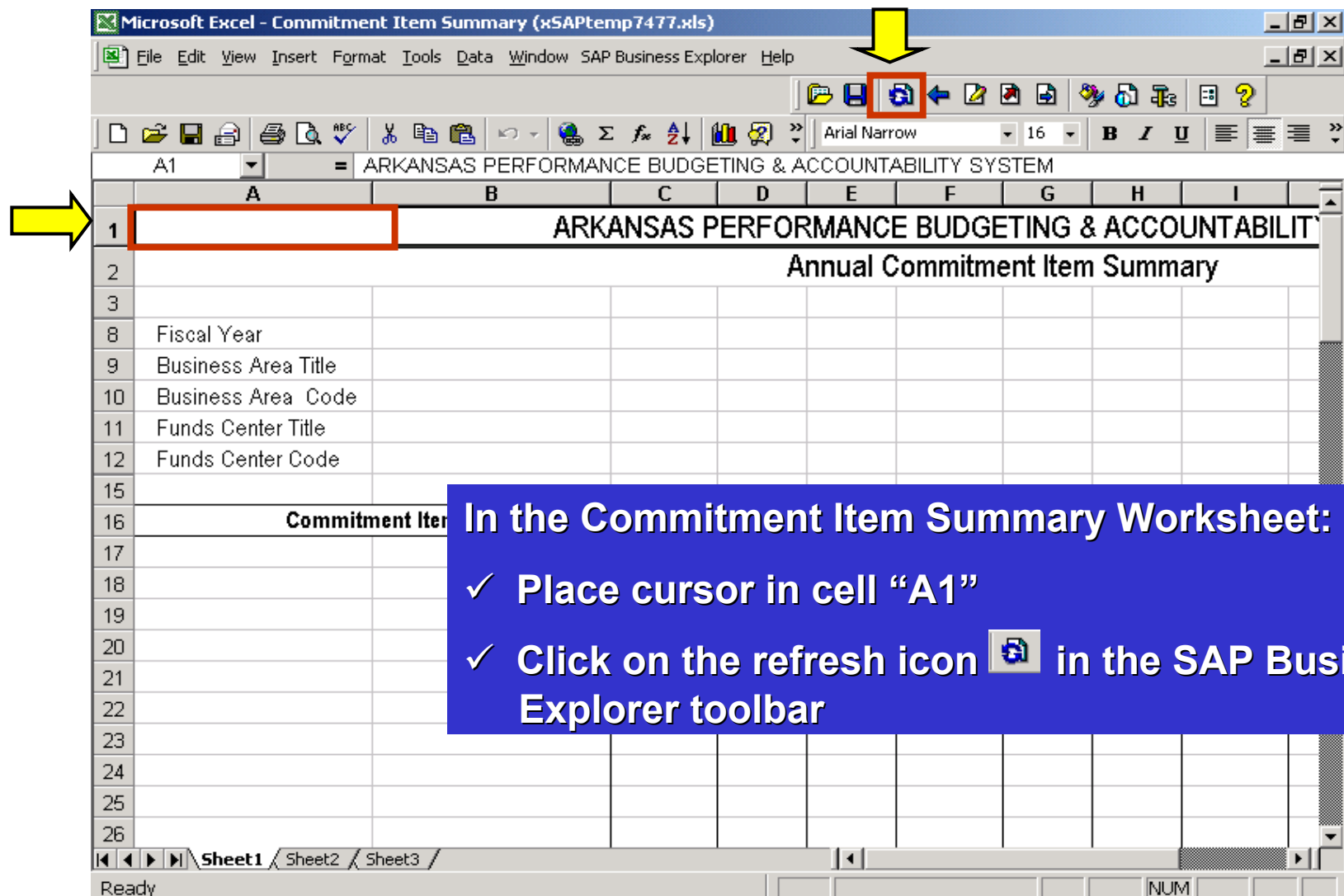
# COMMITMENT ITEM SUMMARY

# COMMITMENT ITEM SUMMARY





# COMMITMENT ITEM SUMMARY



Microsoft Excel - Commitment Item Summary (xSAPtemp7477.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

Annual Commitment Item Summary

Fiscal Year

Business Area Title


Business Area Code

Funds Center Title

Funds Center Code

Commitment Item

In the Commitment Item Summary Worksheet:

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar

Sheet1 Sheet2 Sheet3

Ready

# COMMITMENT ITEM SUMMARY

Microsoft Excel - Commitment Item Summary (xSAPtemp7477.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY  
Annual Commitment Item Summary

Fiscal Year  
Business Area  
Business Area  
Funds Center  
Funds Center

ZQ0013COMITEMSUM: Commitment Item Summary

Query Selections

BPS Version Var	1A	Agency Annual Distribution
Fiscal Year	2004	July - June, 4 special periods 2004
Business Area	0519	AR STATE LIBRARY
Funds center	054	Act 89 OF 03

Check

Execute

Sheet1

SAP BEx: Running query

## Commitment Item Summary Worksheet Variable Window:

- ✓ Fill in BPS Version (1A or 3A)
- ✓ Fill in Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in Funds Center
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the query

# COMMITMENT ITEM SUMMARY

Microsoft Excel - Commitment Item Summary (xSAPtemp7477.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM									
Annual Commitment Item Summary									
Commitment Item		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
5010000	Regular Salaries	1,000	900	700	1,200	1,000	300	1,900	1,700
5020002	Operating Expenses	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813
5050009	Travel-Conferences	62	62	62	62	62	62	62	62
5120011	Capital Outlay	941	941	941	941	941	941	941	941
Grand Total		137,815	137,715	137,515	138,015	137,815	137,115	138,715	138,515

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

# COMMITMENT ITEM SUMMARY

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

Commitment Item	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
5010000 Regular Salaries	1,000	900	700	1,200	1,000	300	1,900	1,700
5020002 Operating Expenses	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813
5050009 Travel-Conferences	62	62	62	62	62	62	62	62
5120011 Capital Outlay	941	941	941	941	941	941	941	941
Grand Total	137,815	137,715	137,515	138,015	137,815	137,115	138,715	138,515

# COMMITMENT ITEM SUMMARY

Microsoft Excel - Commitment Item Summary (xSAPtemp7477.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

Annual Commitment Item Summary

Fiscal Year: 2004  
Business Area Title: AR STATE LIBRARY  
Business Area Code: 0  
Funds Center Title: 0  
Funds Center Code: 0

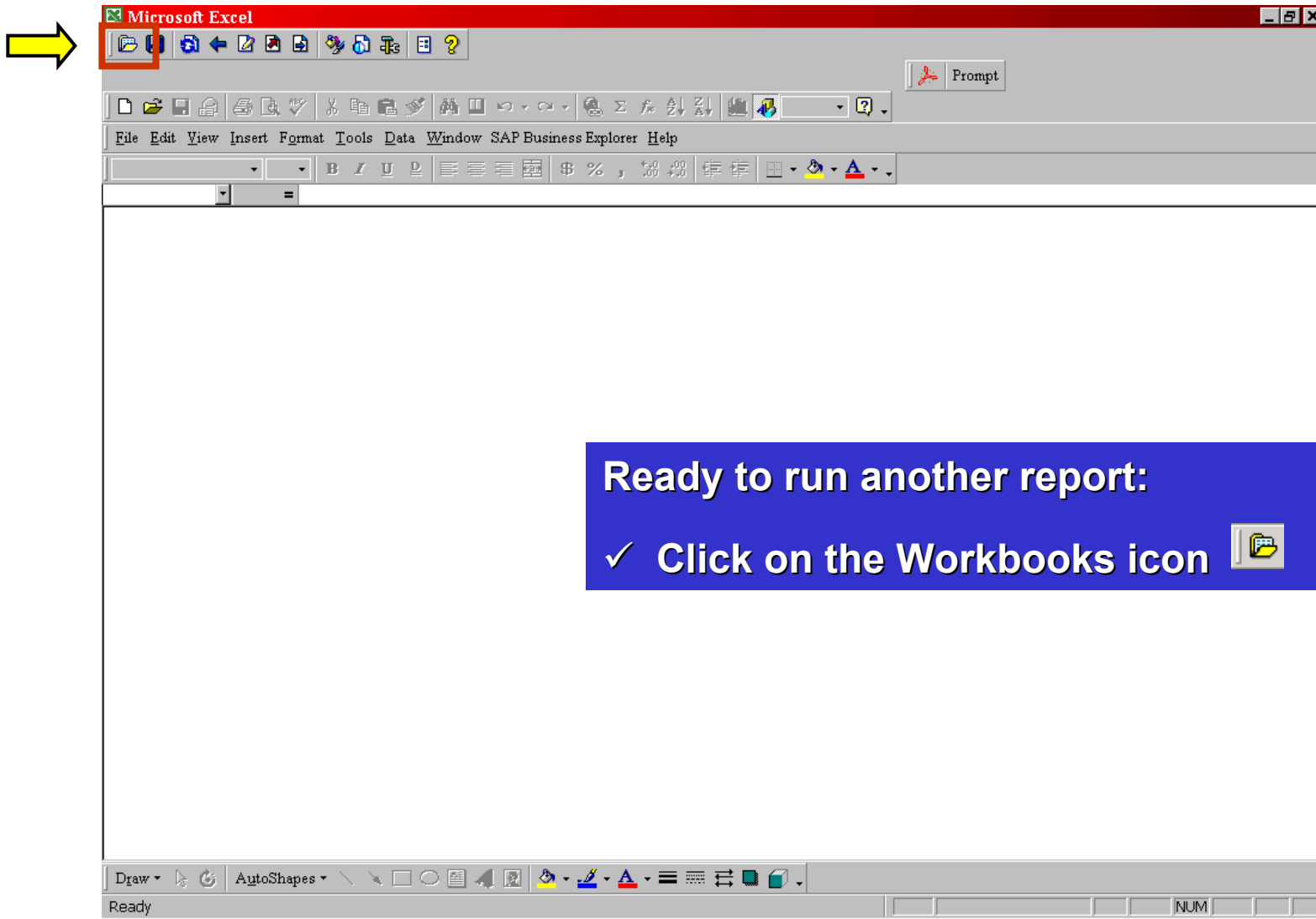
Commitment Item Summary

								Dec	Jan	Feb
5010000	Regular Salaries	135,813	135,813	135,813	135,813	135,813	135,813	300	1,900	1,700
5020002	Operating Expenses	62	62	62	62	62	62	62	62	62
5050009	Travel-Conferences	941	941	941	941	941	941	941	941	941
5120011	Capital Outlay	15	138,015	137,815	137,115	138,715	138,515			

Ready to run another report:

- ✓ Close current report by clicking on
- ✓ Click "No" to save changes

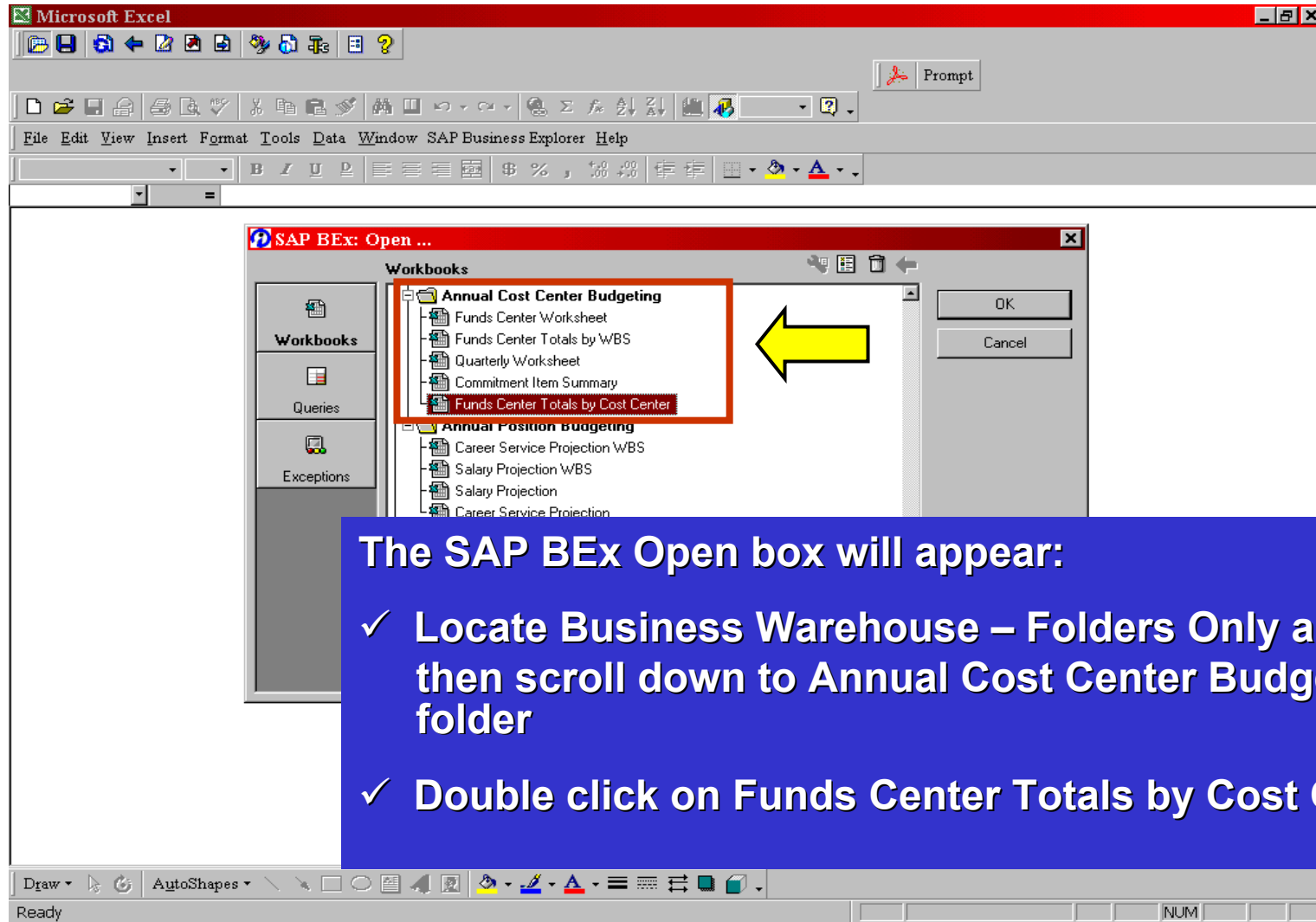
# COMMITMENT ITEM SUMMARY





# **FUNDS CENTER TOTALS BY COST CENTER**

# FUNDS CENTER TOTALS BY COST CENTER





# FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp3433.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Annual Funds Center Totals by Cost Center

Business Area Title

Business Area Code

Fiscal Year

Funds Center Title

Funds Center Code


Cost Center

Sheet1 Sheet2 Sheet3

Ready

NUM

**In the Funds Center Totals by Cost Center Worksheet:**

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar

## FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp3433.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Annual Funds Center Totals by Cost Center

Business Area Title

Business Area

Fiscal Year

Funds center

COST CENTER (NAV)

BPS Version Var

2004

0519

054

357201

1A

July - June, 4 special periods 2004

AR STATE LIBRARY

Act 89 OF 03

to 359200

Agency Annual Distribution

Check

**Funds Center Totals by Cost Center Variable Window:**

- ✓ Fill in Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in Funds Center

**Funds Center Totals by Cost Center Variable Window (continued):**

- ✓ Fill in Cost Center or range of Cost Centers (This is OPTIONAL – If cost center is left blank, all Cost Centers will be selected)
- ✓ Fill in BPS Version (1A or 3A)
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the query

# FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp8897.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Annual Funds Center Totals by Cost Center

Business Area: 0519  
Fiscal Year: 2004  
Funds Center: 054  
COST CENTER (NAV):  
BPS Version Var: 1A

July - June, 4 special periods 2004  
AR STATE LIBRARY  
Act 89 OF 03

Multiple selection

For more than one single value cost center:  
✓ Click the Multiple Selection arrow

SAP BEx: Running query at cell Sheet1!\$A\$21:\$R\$151

# FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp8897.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Multiple Selection for COST CENTER (NAV)

Single vals Ranges Single vals Ranges

357201  
357211  
357200

✓ Click on the Single Vals tab

✓ Enter the cost center numbers

✓ Click the execute icon

SAP BEx: Running query at cell Sheet1!\$A\$21:\$R\$151

# FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp8897.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Annual Funds Center Totals by Cost Center

	A	B	C	D	E	
1	Annual Funds Center Totals by Cost Center					
2	Funds Center Totals by Cost Center					
3						
13	Business Area Title	AR STATE LIBRARY				
14	Business Area Code	0519				
15	Fiscal Year	2004				
16	Funds Center Title	Library-State Oprs				
17	Funds Center Code	054				
20						
21	<b>Cost Center</b>		<b>Commitment Item</b>	<b>Cost Element</b>		<b>J</b>
22	357201	Office of Sta Libn	5010000	5010001010	ARK/5010001010	
23				Total		0.00
24			5020002	5020001000	Postage	
25				5020002000	Telecomm Wired	2
26				5020005000	Freight	
27						
28						
29						
30						
31						

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

Sheet1 Sheet2 Sheet3

Edit

NUM

# FUNDS CENTER TOTALS BY COST CENTER

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

Center	Commitment Item	Cost Element	
357201	Office of Sta Libn	5010000	
		5010001010	ARK/5010001010
		Total	0.00
	5020002	5020001000	Postage
		5020002000	Telecomm Wired
		5020005000	Freight
		5030008000	Office Equip Maint
		5040005000	Rent of Facilities
		5050001000	02 Mileage
		5070002000	Vehicle Insurance
		5070003000	Bld Contents Ins

# FUNDS CENTER TOTALS BY COST CENTER

Microsoft Excel - Funds Center Totals by Cost Center (xSAPtemp8897.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Microsoft Excel

Do you want to save the changes you made to 'xSAPtemp4165.xls'?

Yes No Cancel

Annual Funds Center Totals by Cost Center

Funds Center Totals by Cost Center

Business Area Title AR STATE LIBRARY

Business Area Code 0519

Fiscal Year 2

Funds Center Title L

Funds Center Code 0

Cost Center

357201

5020002

Total

Postage

Telecomm Wired

Freight

Office Equip Maint

Rent of Facilities

02 Mileage

Vehicle Insurance

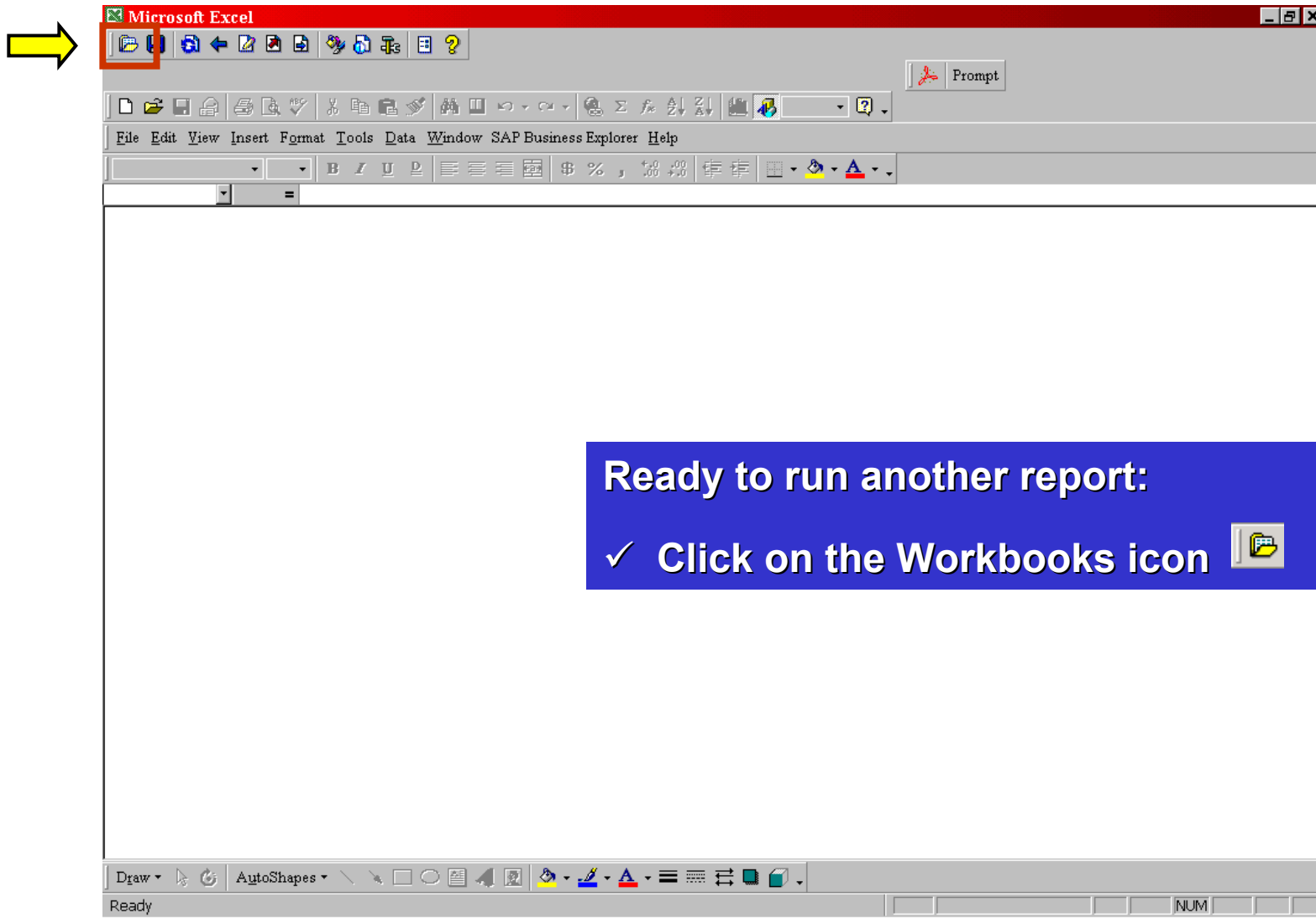
Bld Contents Ins

Ready to run another report:

Close current report by clicking on [X]

Click "No" to save changes

# FUNDS CENTER TOTALS BY COST CENTER



Ready to run another report:

✓ Click on the Workbooks icon

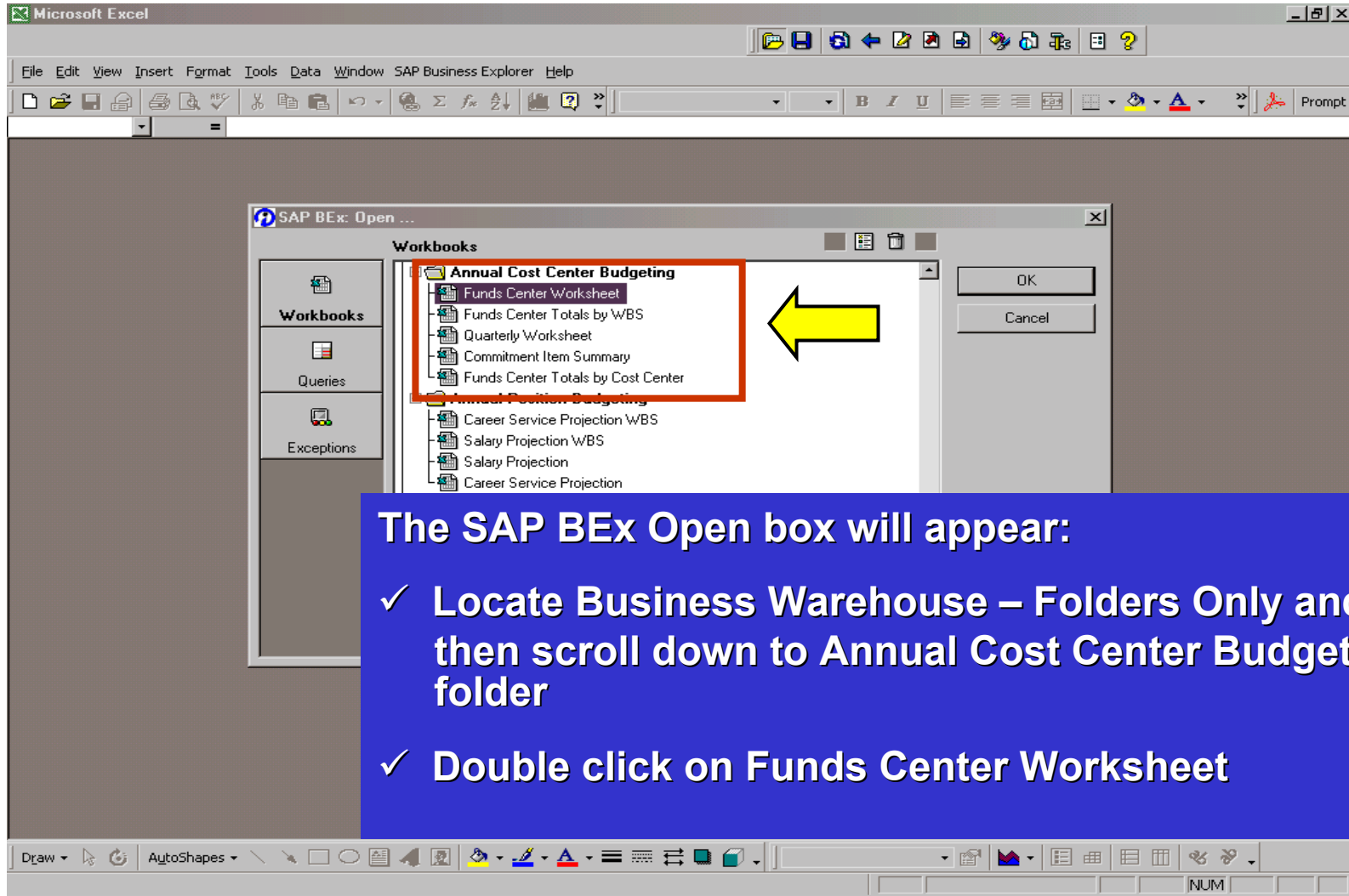






# FUNDS CENTER WORKSHEET

# FUNDS CENTER WORKSHEET



**The SAP BEx Open box will appear:**

- ✓ Locate Business Warehouse – Folders Only and then scroll down to Annual Cost Center Budgeting folder
- ✓ Double click on Funds Center Worksheet

# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet (xSAPtemp8893.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

B30 =


ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Funds Center Worksheet

	Authorization	Commitment Item	Authorized	Blocked	1st Quarter Allotment	2nd Quarter Allotment
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

Sheet1 Sheet2 Sheet3

Ready

In the Funds Center Worksheet:

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar

# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet [xSAPtemp8893.xls]

ARKANSAS PERFORMANCE BUDGETING  
Funds Center W

Business A  
Business A  
s Cent  
s Cent  
al Year

Auth

Query Selections

Current Fiscal Year	2004	July - June, 4 special periods 2004
Business Area	0519	AR STATE LIBRARY
Funds center	054	AR Library-State Operations
Fund		to
BPS Version Var	1A	Agency Annual Distribution

Check

Sheet1 / Sheet2 / SH

SAP BEx: Running query at cell Sheet1!\$A\$20:\$I\$24

## Funds Center Worksheet Variable Window:

- ✓ Fill in Current Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in Funds Center

## Funds Center Worksheet Variable Window (continued):

- ✓ Fill in Fund (This is OPTIONAL – If fund is left blank, all funds for funds center will be selected)
- ✓ Fill in BPS Version (1A or 3A)
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the query

# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet (xSAPtemp8893.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System  
Funds Center Worksheet

Query Selections

Current Fiscal Year	2004	July - June, 4 special periods 2004
Business Area	0519	AR STATE LIBRARY
Funds center	054	AR Library-State Operations
Fund		to
BPS Version Var	1A	Agency Annual Distribution

Auth

2nd Quarter Allotment

For more than one single value fund:  
✓ Click the Multiple Selection arrow

SAP BEx: Running query at cell Sheet1!\$A\$20:\$J\$24

# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet [xSAPtemp6941.xls]

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Funds Center Worksheet

Multiple Selection for Fund

Single vals Ranges Single vals Ranges

EPA0100  
EPA0300

ter Allotment 2nd Quarter Allotment

✓ Click on the Single Vals tab

✓ Enter funds

✓ Click the execute icon

SAP BEx: Running query at cell Sheet1!\$A\$19:\$J\$23

# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet [xSAPtemp2422.xls]

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arial Narrow 12 B I U

G40 =

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM						
Funds Center Worksheet						
1						
2						
3						
11	Business Area Title	AR STATE LIBRARY				
12	Business Area Code	0519				
13	Funds Center Title	Library-State Oprs				
14	Funds Center Code	054				
18	Fund	EPA0100				
19	Fiscal Year	2004				
20						
21	<b>Authorization</b>	<b>Commitment Item</b>	<b>Authorized</b>	<b>Blocked</b>	<b>1st Quarter Allotment</b>	<b>2nd Quarter Allotment</b>
22	Act 89 OF 03	Regular Salaries 5010000	1,562,988.00	46,358.00	381,229.48	381,229.48
23		Extra Help 5010001	10,000.00	0.00	2,513.66	2,513.66
24		Personal Serv Match 5010003	399,834.00	12,882.00	97,266.72	97,266.72
25		Operating Expenses 5020002	885,583.00	0.00	234,490.75	217,030.75
26		Travel-Conferences 5050009	10,000.00	0.00	2,500.00	2,500.00
27		Prof. Fees & Serv. 5060010	5,000.00	5,000.00	0.00	0.00
28		Capital Outlay 5120011	36,500.00	36,500.00	0.00	0.00
29		Char 46-Don't Asg GL 5900046	254,764.00	201,347.00	13,354.25	13,354.25
30	Grand Total	Total	3,164,669.00	302,087.00	731,354.86	713,894.86
31						
32						
33						
34						
35						
36						

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

Sheet1 Sheet2 Sheet3

Draw AutoShapes

Ready

# FUNDS CENTER WORKSHEET

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM						
Funds Center Worksheet						
STATE LIBRARY						
State Oprs						
Commitment Item	Author					
Salaries	5010000	1,562,900.00				
Help	5010001	10,000.00				
al Serv Match	5010003	399,800.00				
ng Expenses	5020002	885,500.00				
Conferences	5050009	10,000.00	0.00	2,500.00	2,500.00	
ees & Serv.	5060010	5,000.00	5,000.00	0.00	0.00	
Outlay	5120011	36,500.00	36,500.00	0.00	0.00	
Outlay - Don't Asg GL	5900046	254,764.00	201,347.00	13,354.25	13,354.25	
Grand Total	Total	3,164,669.00	302,087.00	731,354.86	713,894.86	



# FUNDS CENTER WORKSHEET

Microsoft Excel - Funds Center Worksheet (xSAPtemp2422.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arial Narrow 12 B I U

G40 =

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Funds Center Worksheet

11	Business Area Title	AR STATE LIBRARY					
12	Business Area Code	0519					
13	Funds Center Title	Library-State Oprs					
14	Funds Center Code	054					
18	Fund	EPA0100					
19	Fiscal Year	2004					
21	<b>Authorization</b>						
22	Act 89 OF 03	Regul					
23		Extra					
24		Perso					
25		Opera					
26		Travel					
27		Prof. Fees & Serv.	5060010	5,000.00	5,000.00	0.00	0.00
28		Capital Outlay	5120011	36,500.00	36,500.00	0.00	0.00
29		Char 46-Don't Asg GL	5900046	254,764.00	201,347.00	13,354.25	13,354.25
30	Grand Total	Total		3,164,669.00	302,087.00	731,354.86	713,894.86

Microsoft Excel

Do you want to save the changes you made to 'xSAPtemp4165.xls'?

Yes No Cancel

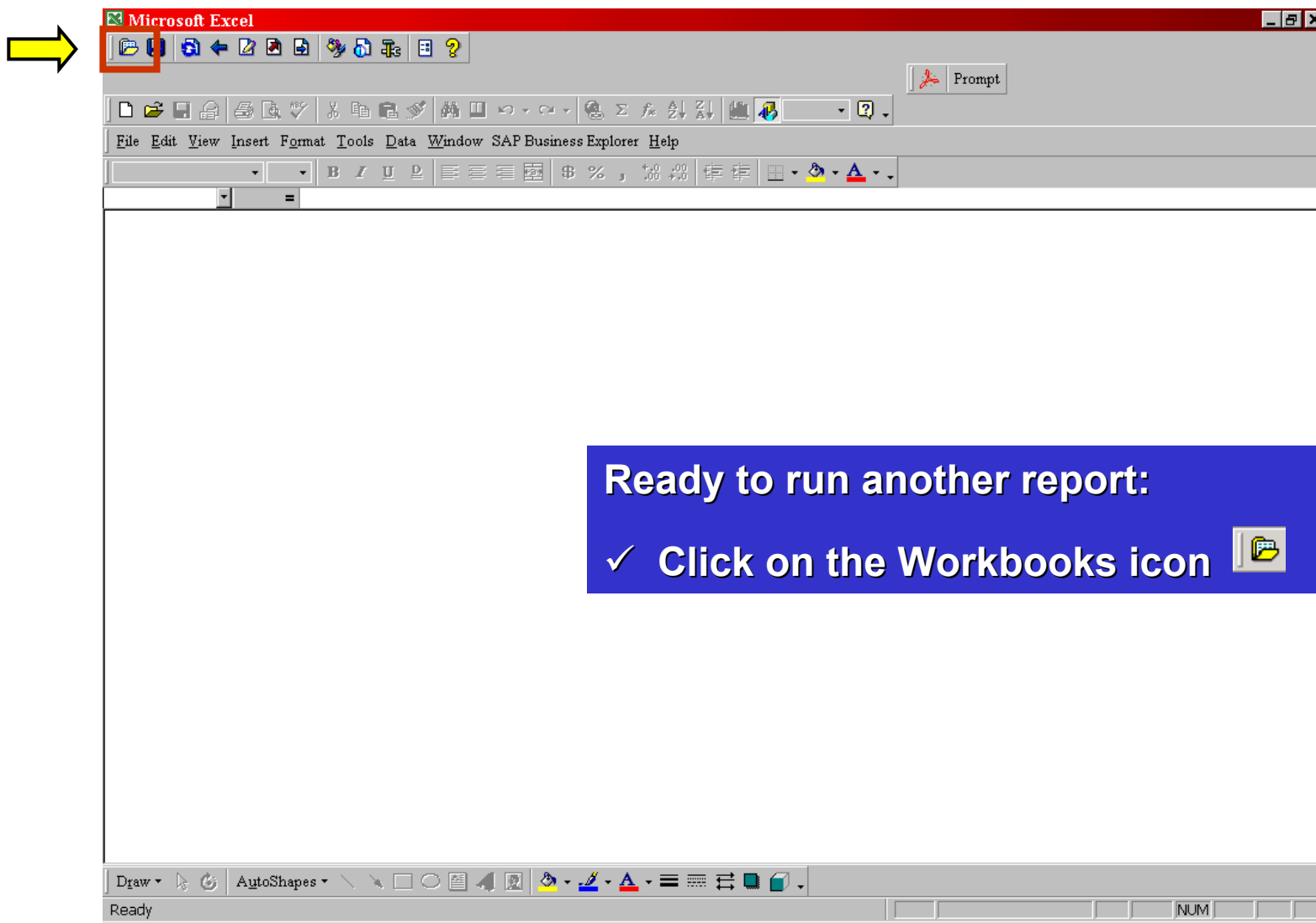
Ready

NUM

Ready to run another report:

- ✓ Close current report by clicking on
- ✓ Click "No" to save changes

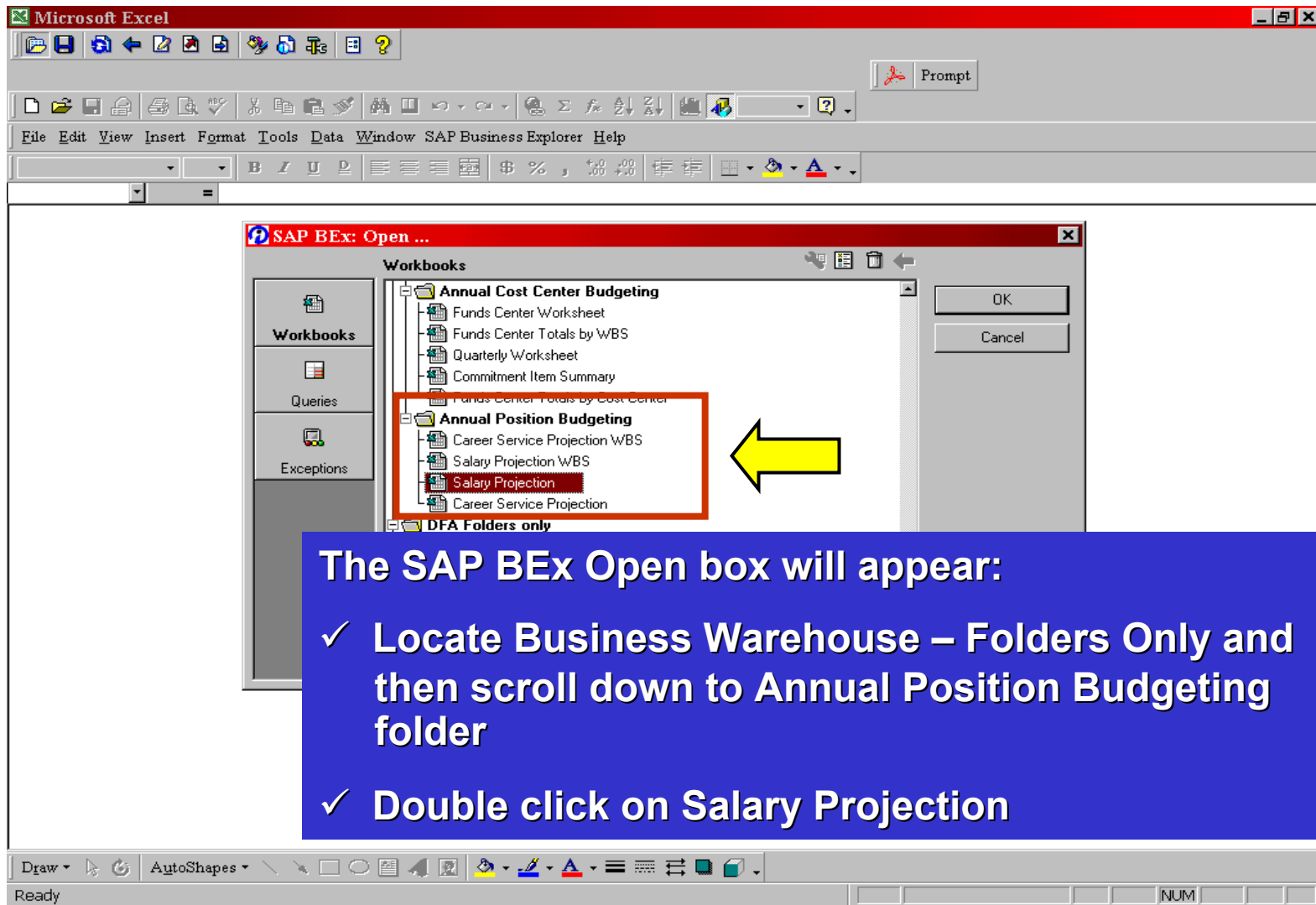
# FUNDS CENTER WORKSHEET



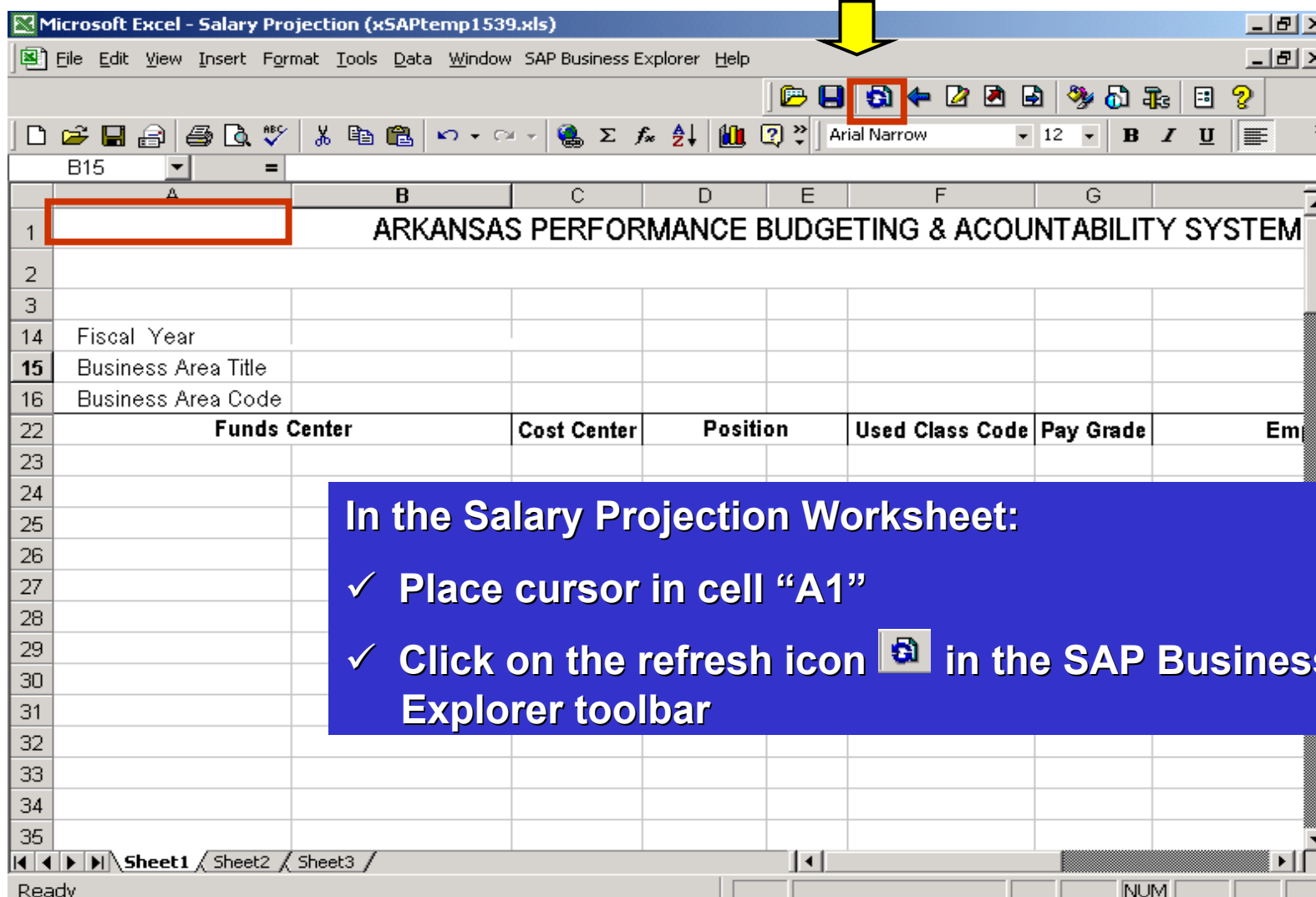


# SALARY PROJECTION

# SALARY PROJECTION



# SALARY PROJECTION



Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Refresh icon (circular arrow) highlighted in the SAP Business Explorer toolbar.


Worksheet: Salary Projection

	A	B	C	D	E	F	G
1		ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM					
2							
3							
14	Fiscal Year						
15	Business Area Title						
16	Business Area Code						
22	Funds Center	Cost Center	Position	Used Class Code	Pay Grade	Em	
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							

Sheet1 Sheet2 Sheet3

Ready

In the Salary Projection Worksheet:

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar

# SALARY PROJECTION

Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

ZQ0012SALPROJ\_1: Salary Projection

Query Selections

Fiscal Year 2004 July - June, 4 special periods 2004

Business Area 0519 AR STATE LIBRARY

BPS Version Var 1A Agency Annual Distribution

COST CENTER (NAV) 357201 to 359200

Check

## Salary Projection Variable Window:

- ✓ Fill in Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in BPS Version (1A or 3A)
- ✓ Fill in Cost Center or range of Cost Centers (This is OPTIONAL – If cost center is left blank, all Cost Centers will be selected)
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the query

# SALARY PROJECTION

Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

Fiscal Year 2004 July - June, 4 special periods 2004

Business Area 0519 AR STATE LIBRARY

BPS Version Var 1A Agency Annual Distribution

COST CENTER (NAV) to

Multiple selection

For more than one single value cost center:  
✓ Click the Multiple Selection arrow

# SALARY PROJECTION

Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Multiple Selection for COST CENTER (NAV)

Single vals Ranges Single vals Ranges

357201  
357211  
357200

✓ Click on the Single Vals tab

✓ Enter the cost center numbers

✓ Click the execute icon

SAP BEx: Running query at cell Sheet1!\$A\$22:\$Y\$110



## SALARY PROJECTION

Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

F15 =

	A	B	C	D	E	F	G	
1	<b>ARKANSAS PERFORMANCE BUDGETING &amp; ACCOUNTABILITY SYSTEM</b>							
2	<b>Annual Salary Projection</b>							
3								
14	Fiscal Year	2004						
15	Business Area Title	AR STATE LIBRARY						
16	Business Area Code	0519						
22	<b>Funds Center</b>	<b>Cost Center</b>	<b>Position</b>	<b>Used Class Code</b>	<b>Pay Grade</b>	<b>Em</b>		
23	054	Library-State Oprs	357201	22082079 R009	R009	15	JUSTLYN J M	
24				22082108 9947	9947	9947	JACK C MUL	
25				Total	Total		Total	
26			357261	22082102 161Z	161Z	22	DEBORAH N	
27				Total	Total		Total	
28			357301	22082070 K153	K153	13	LOLA G STE	
29				22082106 250Z	250Z	24	KATHRYN M	
30				Total	Total		Total	
31								
32								
33								
34								
35								

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

Sheet1 Sheet2 Sheet3

Ready

# SALARY PROJECTION

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM							
Annual Salary Projection							
2004							
AR STATE LIBRARY							
0519							
enter	Cost Center						
Library-State Oprs	357201						
		Total		Total		Total	
	357261	22082102	161Z	161Z	22	DEBORAH N	
		Total		Total		Total	
	357301	22082070	K153	K153	13	LOLA G STE	
		22082106	250Z	250Z	24	KATHRYN M	
		Total		Total		Total	
	357381	22082061	K065	K065	09	RAYMOND R	
		22082063	A106	A106	12	M E COON	
		22082073	A106	A106	12	SHIRLEY R W	
		22082094	A006	A006	20	BEATRICE M	
		Total		Total		Total	

# SALARY PROJECTION

Microsoft Excel - Salary Projection (xSAPtemp1539.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Microsoft Excel

Do you want to save the changes you made to 'xSAPtemp4165.xls'?

Yes No Cancel

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Annual Salary Projection

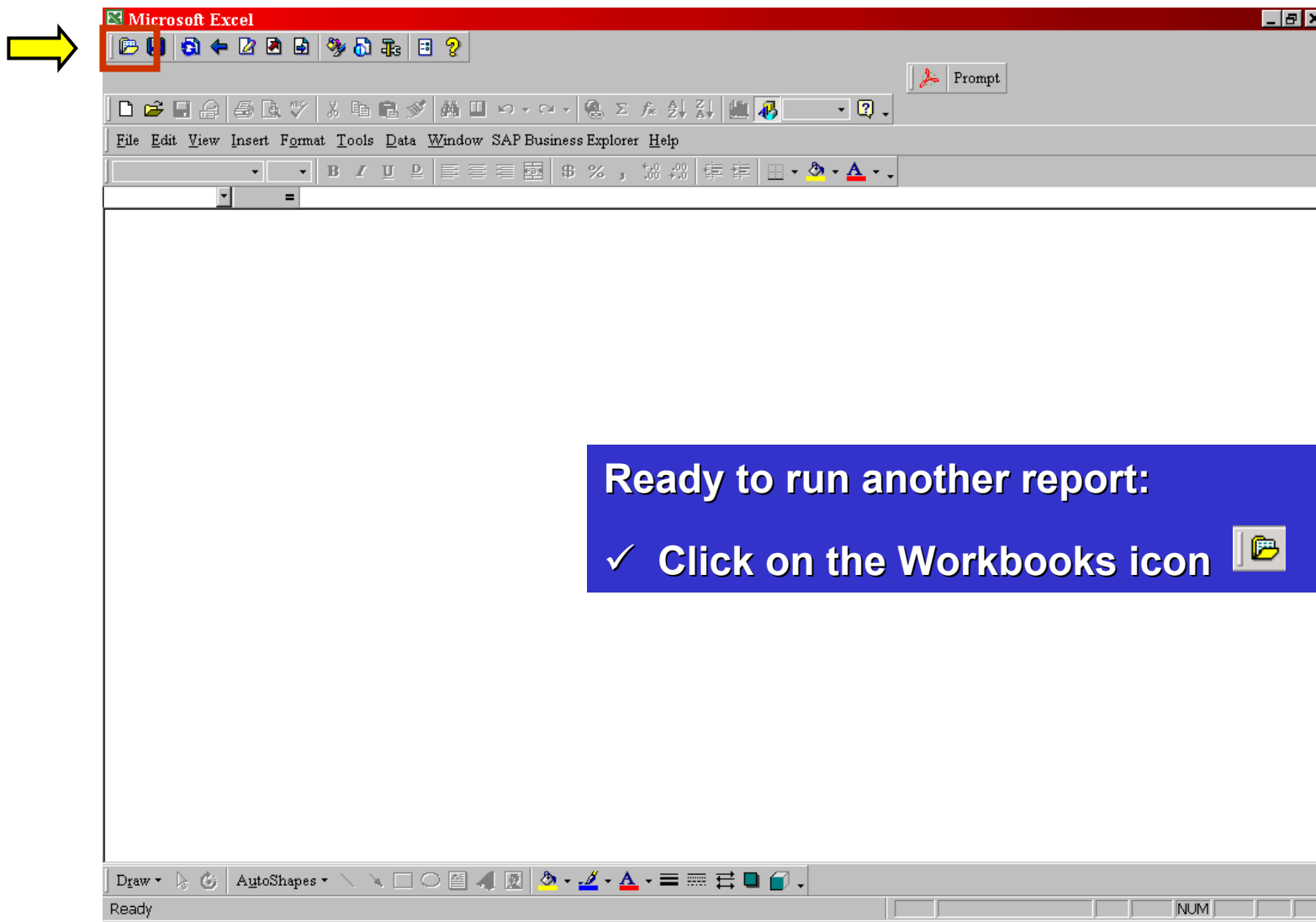
Fiscal Year	Business Area Title	Business Area Code	Funds Cent	Pay Grade	Em
2004	AR STATE LIBRARY	0			
054	L			15	JUSTLYN J M
				9947	JACK C MUL
					Total
				22	DEBORAH N
					Total
		357301	082070	K153	LOLA G STE
			22082106	250Z	KATHRYN M
					Total
				K065	RAYMOND F
				A106	M E COON
				A106	SHIRLEY R V
				A006	BEATRICE M
					Total

Ready

Ready to run another report:

- ✓ Close current report by clicking on
- ✓ Click "No" to save changes

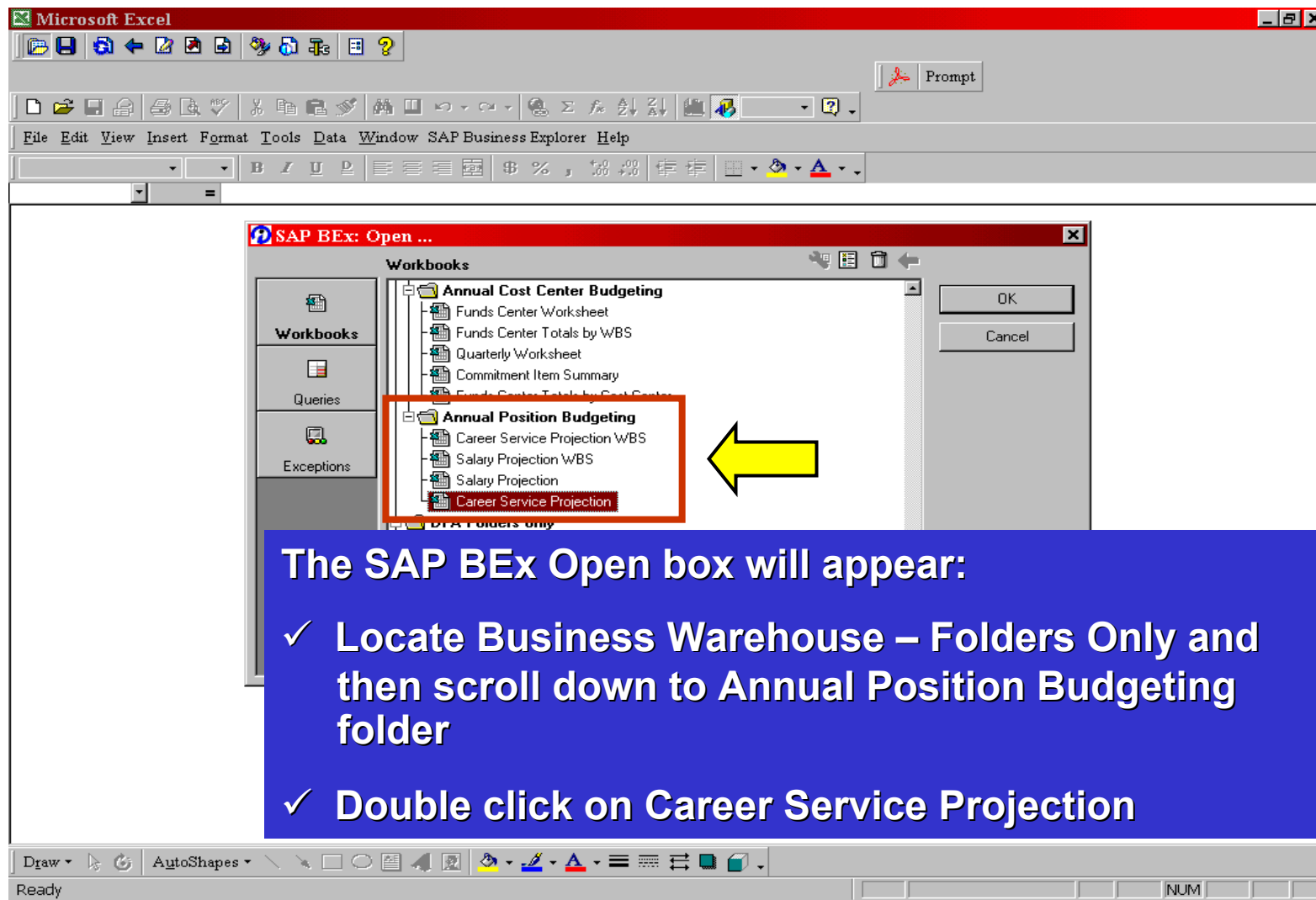
# SALARY PROJECTION





# CAREER SERVICE PROJECTION

# CAREER SERVICE PROJECTION



# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp1266.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Refresh icon (circular arrow) highlighted in the SAP Business Explorer toolbar.

Worksheet: ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Cell A1 highlighted with a red border.


Worksheet Content:

	A	B	C	D	E	F	G
1		ARKANSAS PERFORMANCE BUDGET					
2		Career Service					
3							
11							
12	Fiscal Year						
13	Business Area Title						
14	Business Area Code						
17							
18	Code						
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							

Sheet1 / Sheet2 / Sheet3

Ready

**In the Career Service Projection Worksheet:**

- ✓ Place cursor in cell "A1"
- ✓ Click on the refresh icon  in the SAP Business Explorer toolbar

# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp3024.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

ARKANSAS PERFORMANCE BUDGET  
Career Service

Fiscal Year 2004  
Business Area 0519  
COST CENTER (NAV) 357201 to 359200

July - June, 4 special periods 2004  
AR STATE LIBRARY

Check

Execute icon (Green circle with white X)

## Career Service Projection Variable Window:

- ✓ Fill in Fiscal Year
- ✓ Fill in Business Area
- ✓ Fill in Cost Center or range of Cost Centers (This is OPTIONAL - If cost center is left blank, all Cost Centers will be selected.)
- ✓ Check query selections by clicking on scales
- ✓ Click the execute icon or press F8 to execute the query



# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp3024.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Arkansas Performance Budgeting & Accountability System

ARKANSAS PERFORMANCE BUDGET  
Career Service

Fiscal Year  
Business Area  
Business Area  
Code

2004  
0519  
AR STATE LIBRARY

COST CENTER (NAV) to

Multiple selection

For more than one single value cost center:  
✓ Click the Multiple Selection arrow

Sheet1 Sheet2 Sheet3

SAP BEx: Running query at cell Sheet1!\$A\$18:\$T\$62

CAPS NUM

# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp1014.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

Multiple Selection for COST CENTER (NAV)

Single vals Ranges Single vals Ranges

357201  
357211  
357200

Execute

- ✓ Click on the Single Vals tab
- ✓ Enter the cost center numbers
- ✓ Click the execute icon

SAP BEx: Running query at cell Sheet1!\$A\$18:\$T\$62

# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp1014.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

Format: Arial Narrow, 12, Bold, Italic, Underline

B18 = Funds Center

	A	B	C	D	E	F	G
1	ARKANSAS PERFORMANCE BUDGET						
2	Career Service						
3							
11							
12	Fiscal Year	2004					
13	Business Area Title	AR STATE LIBRARY					
14	Business Area Code	0519					
17							
18	<b>Code</b>	<b>Funds Center</b>	<b>Cost Center</b>		<b>Position</b>		
19	054	Library-State Oprs	357201	Office of Sta Libn	22082079	R009	9298
20					22082108	9947	9242
21			357261	Grants and Res	22082102	161Z	9571
22			357301	Dep Dir Admin	22082070	K153	9306
23					22082106	250Z	9250
24			357381	Fiscal Svcs	22082061	K065	9285
25							
26							
27							
28							
29							

Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

Sheet1 Sheet2 Sheet3

Ready

CAPS NUM

# CAREER SERVICE PROJECTION

**DO NOT SAVE THIS REPORT USING THE SAP TOOLBAR. If you want to save the report, do so using the Excel toolbar and save to your computer.**

Funds Center	Cost Center	Position			
Library-State Oprs	357201	Office of Sta Libn	22082079	R009	9298
			22082108	9947	9242
	357261	Grants and Res	22082102	161Z	9571
	357301	Dep Dir Admin	22082070	K153	9306
			22082106	250Z	9250
	357381	Fiscal Svcs	22082061	K065	9285
			22082073	A106	9617
			22082094	A006	9229
	357501	Dep Dir Inf Res	22082071	K153	8785
	357541	Collection Dev	22077325	E039	9619
			22082076	K061	9982

# CAREER SERVICE PROJECTION

Microsoft Excel - Career Service Projection (xSAPtemp1014.xls)

File Edit View Insert Format Tools Data Window SAP Business Explorer Help

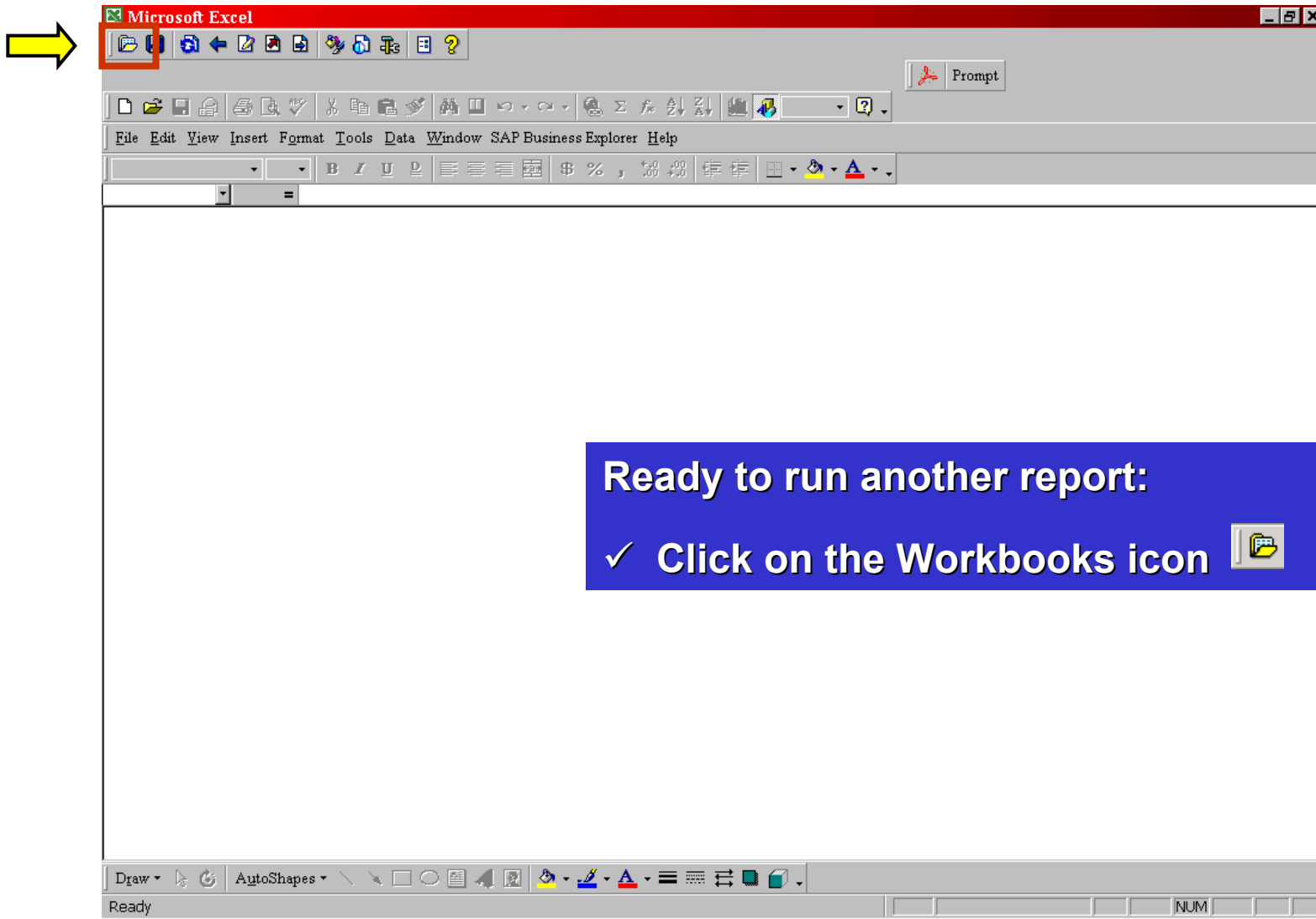
Microsoft Excel

Do you want to save the changes you made to 'xSAPtemp4165.xls'?

Yes No Cancel

Ready to run another report:  
Close current report by clicking on [Close button icon]  
Click "No" [No button icon] to save changes

# CAREER SERVICE PROJECTION



Ready to run another report:

✓ Click on the Workbooks icon

